



NASA Incident Reporting Information System (IRIS)



Training Guide: Ex3[®] EHS Data Management System / IRIS (Ex3[®] EHSDMS)

Administrator Version

Powered and Delivered by
Ex3[®]

Environmental Health and Safety Data Management System

Introduction to Ex3® EHSDMS

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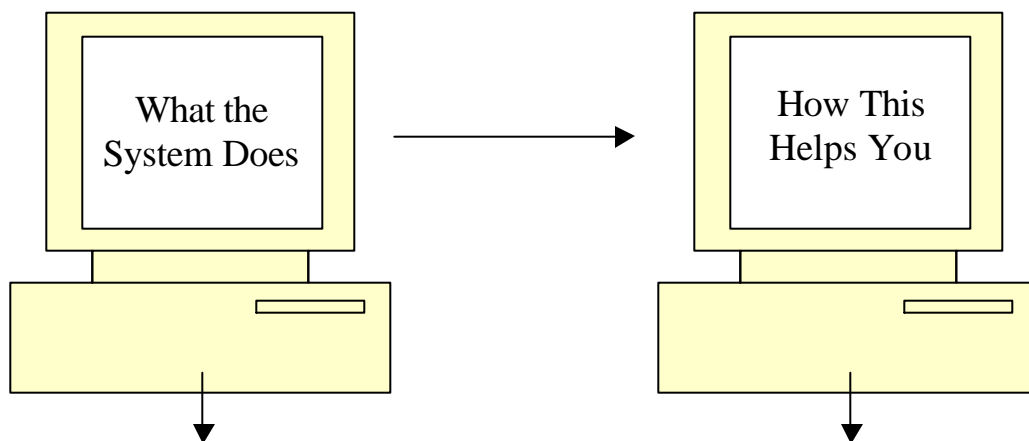
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Getting to Know the System

- **Advantages of the System**
- **Module Overview**
- **Why Have Separate Modules?**
- **Accessing the Site**
- **The Security Pop-Up**
- **Understanding Assigned Roles**
- **Getting Help**
- **Logging In**
- **Using the Reminder Icon**
- **Logging Out**
- **Opening a New Browser**

Advantages of the System

Ex3 EHSDMS is one of the best health and safety applications in the industry. This application is a replacement of the current IRIS system and will be utilized throughout the agency. The chart below illustrates how this release, which has been specifically tailored to NASA's needs, will make your work-life easier.



The system makes liberal use of required fields during data entry. Case files cannot be saved until these required fields are filled.

The system distributes data throughout the application, reducing or eliminating the need for repetitious data entry.

The system's modular design allows the application to grow along with NASA.

Only approved users are allowed access to the system's functions and data through the login procedure with NT Integrated Security.

The system's security protocols allow authorized users to access the application on any computer or laptop.

You won't have injury/illness case files that consists of only the employee's name and injury date.

You won't have to look up the same employee multiple times for the same case file.

New modules will be similar in format and therefore easier to train on.

Employee data and privacy are protected.

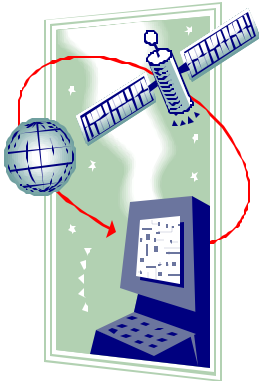
You can work wherever it is most convenient for you.

Notes

Module Overview

This release of the system consists of seven modules designed to capture a variety of environmental, health and safety information. Below is a general overview of these modules.

Module	Overview
Injury Illness	<p>Case: New – Create a new case.</p> <p>Case: Find – Search the system for a case to review or edit.</p> <p>Visit: New – Create a new medical visit for an existing injury/illness case.</p> <p>Visit: Find – Search the system for a medical visit to review or edit.</p> <p>Reports – Create various OSHA reports, Daily Logs, Case Counts, Work Loss, and Indicators.</p>
Action Request (AR)	<p>Create – Create a new AR in stand-alone mode, not attached to a specific case file.</p> <p>Manage – Review, reassign or distribute ARs on your list.</p> <p>Distribution List – Create lists of employees who are often notified of ARs at the same time.</p> <p>Reports – Create reports for analysis of AR indicators.</p>
Safety Incident	<p>New – Create a new safety incident.</p> <p>Find – Search the system for a safety incident to review or edit.</p> <p>Reports – Create daily logs and Indicator reports.</p>
Employee	<p>New – Create a new employee record.</p> <p>Find – Search the system for a specific employee's record.</p>
Headcount	<p>Manage – Input contractor and civil servant man-hours</p>
Administration	<p>Manage Users – Specify and define user information including roles. <i>User Roles</i> control the level of user access to the functions of the system.</p> <p>Ref. Table Maint. – Review or edit the charts used to store the records that fill drop-down menus or lists.</p> <p>Manage Contract – Review or edit the charts that store contract information used to fill drop-down menus or lists.</p> <p>Sync Employees – Match orphaned legacy records with current employees.</p>
General	<p>Home – Return to the homepage.</p> <p>My Permissions – View your system roles and assigned sites, organizations and medical office</p> <p>Change Password – Change your password.</p> <p>Logout – Exit the system to prevent unauthorized use of system.</p>



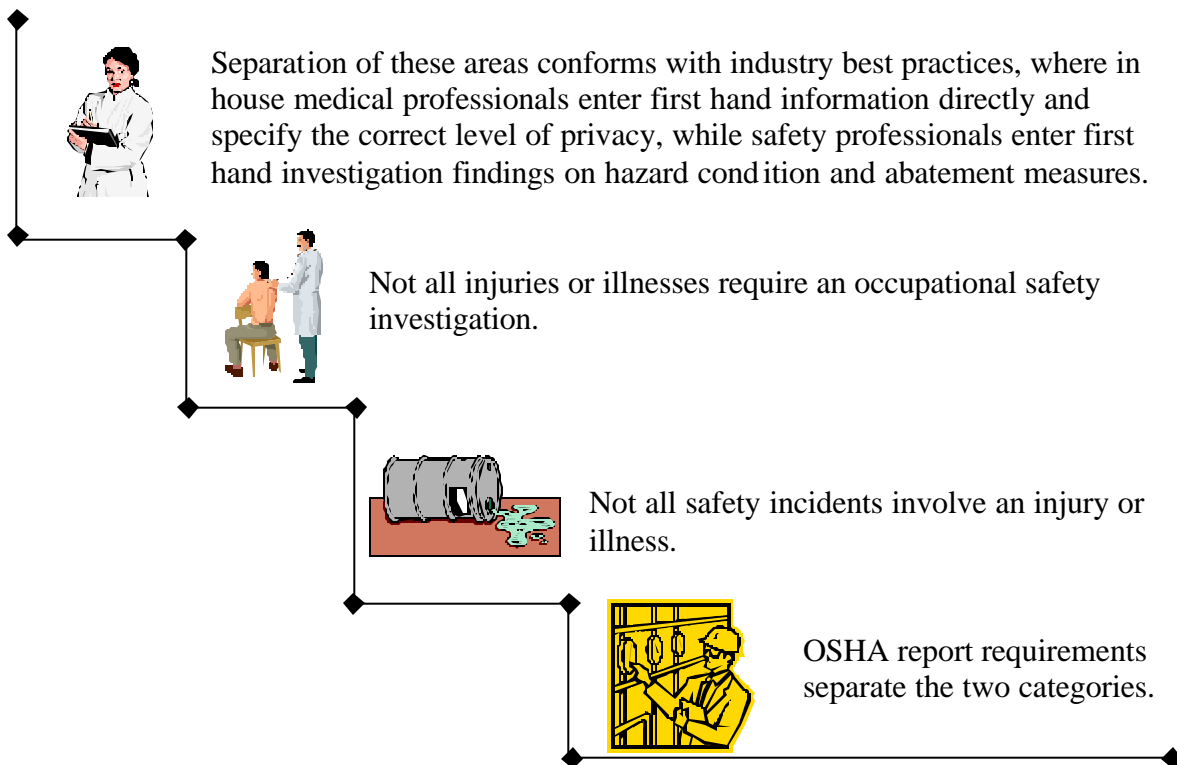
Why Have Separate Modules?

To understand how the system works it is important to understand the relationship between an injury or illness case and a safety incident.

Injury/Illness case: Involves either an injury or illness to an individual.

Safety Incident: Any event that requires investigation by safety professionals. This event may or may not have resulted in an injury to a person(s).

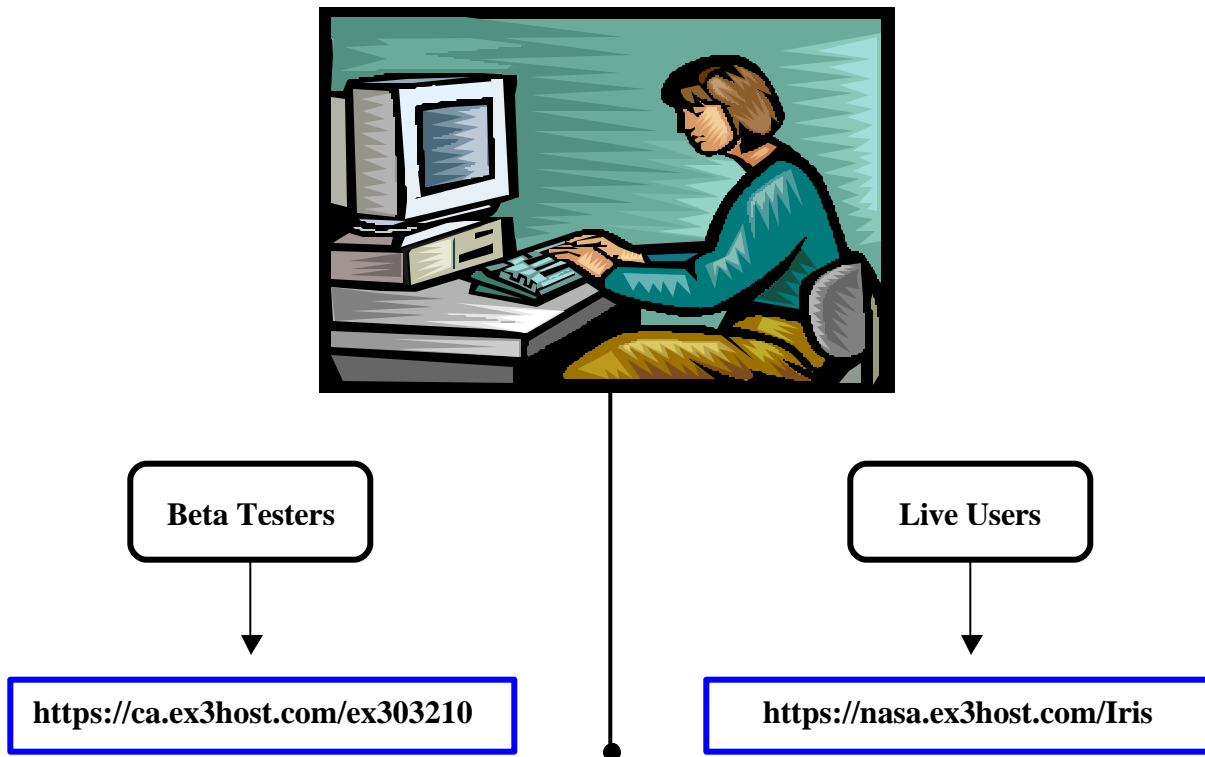
Since injury/illness cases and safety incidents contain separate information, they have been separated into two different modules. Below are several reasons why the system is laid out this way.



Notes

Accessing the Site

The URL you will be using to access the application varies depending on your site's step in the IRIS replacement process. If your site is beginning its beta test phase, you will need to use the URL under the "Beta Testers" heading. If, however, your site has completed its beta test phase and is going live, use the URL under the "Live Users" heading. Be aware that the live version is "for real"; no fictitious information should be entered.



Notes

The Security Pop-Up

Each time you enter the URL for this application the pop-up shown below appears. Its purpose is to inform users that Ex3 EHSDMS will be creating a private encryption from its secure server to your browser. Once you agree to proceed, you will be working in a secure environment.



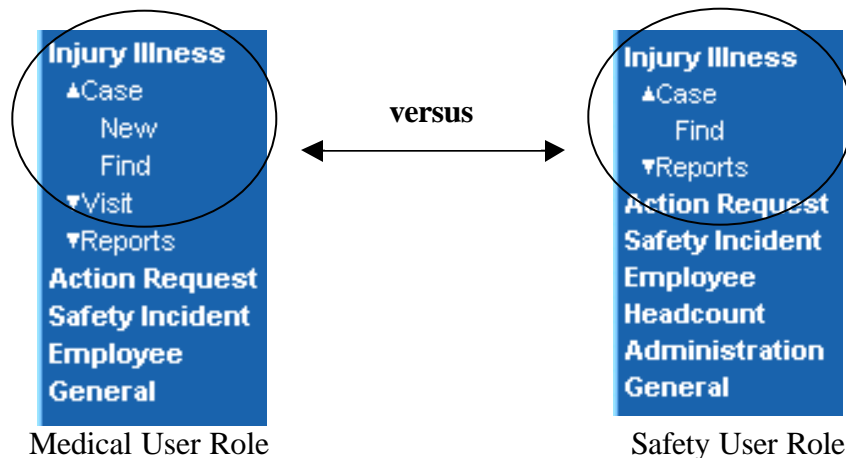
Notes

Understanding Assigned Roles

In order to maintain data integrity and privacy, it is important to limit access to some of the menu options and tabs within the system. Therefore, each user of the system is assigned a “role(s)” when added to the user list. This role determines which menu items and/or tabs will be visible or in some cases read only upon login. If your assigned role(s) does not allow you access to items needed for your job, contact your site system administrator.

For more information on privileges assigned for each user role see the NASA EHSDMS SECURITYMATRIX beginning on page 161

An example of how the menu options available to a user change based on user role.



Contractors

Contractors may only view information for the contractor to which he/she is assigned. This means that all reports, find screens and drop-down boxes will only return their contractor records.

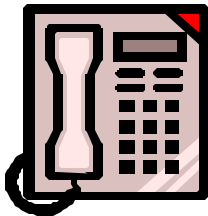
NASA Employees

NASA employees are allowed access to all information, including contractor data, within the system based on their security roles.

Notes

Getting Help

While the aim of this training is to make you an independent user of the system it is possible that you may need help afterward. Ex3 has established a helpdesk to assist users with any questions they may have pertaining to the use of the current application. Its hours of operation are listed below. While the helpdesk is there to assist you, consider first contacting your site system administrator or POC. In most cases they will be able to help you resolve any problems you may be having.

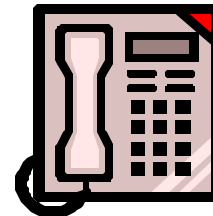


Hours of Operation

Monday - Friday

8 am to 8 pm EST

1-888-460-7874 ext 208



Note: Any suggestions for improvements or enhancements to the current application should be routed through your site system administrator.

The Ex3 Helpdesk is not designed to handle programmatic and/or policy issues. These types of issues should go through Suzanne Otero's office. Her contact information is listed below.

Suzanne L. Otero, IRIS NASA Program Manager
NASA Assurance Technology Center
440-962-3106
22800 Cedar Point Road
Cleveland, Ohio 44142

Notes

Logging In

To log into the system enter your user name and password and click the **Login** button. If you do not have a user name and/or password you need to contact your site system administrator. As part of the security requirements plan, you are required to change your password periodically.

For more information on changing your password see CHANGING YOUR PASSWORD beginning on page 159.

The screenshot shows the NASA EHS Data Management System login interface. At the top is the NASA logo. Below it is a banner for the 'EHS Data Management System' with the tagline 'ONE NASA'. The main content area features the text 'NASA Incident Reporting Information System (IRIS)' flanked by two NASA logos. Below this is a login form with fields for 'Username:' and 'Password:', and a 'Login' button. A callout box on the left points to the login fields with the text: '1. Enter your username and password.' Another callout box on the left points to the 'Login' button with the text: '2. Click the **Login** button. The Homepage will display'. A third callout box on the right points to a small icon next to the password field with the text: 'Click the "Reminder" icon to receive your username and password by email. For more information on this feature see USING THE REMINDER ICON on page 13.' At the bottom of the page is a 'Quick Incident' button and a 'Safety Health Track' button. A footer note states: 'To be able to use this application, your browser must be set up to allow cookies.'

1. Enter your username and password.

2. Click the **Login** button. The Homepage will display

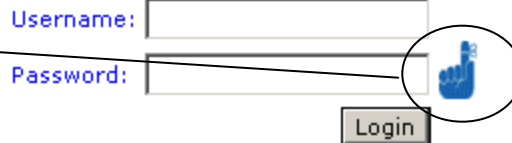
Click the "Reminder" icon to receive your username and password by email. For more information on this feature see USING THE REMINDER ICON on page 13.

Notes

Using the Reminder Icon

If for any reason you forget your user name and/or password, you may obtain that information using the “Reminder” icon that is located to the right of the login fields. Once the email reminder process is initiated it usually only takes a minute or so to receive a reply.

1. Click the “Reminder” icon. The reminder screen will display.

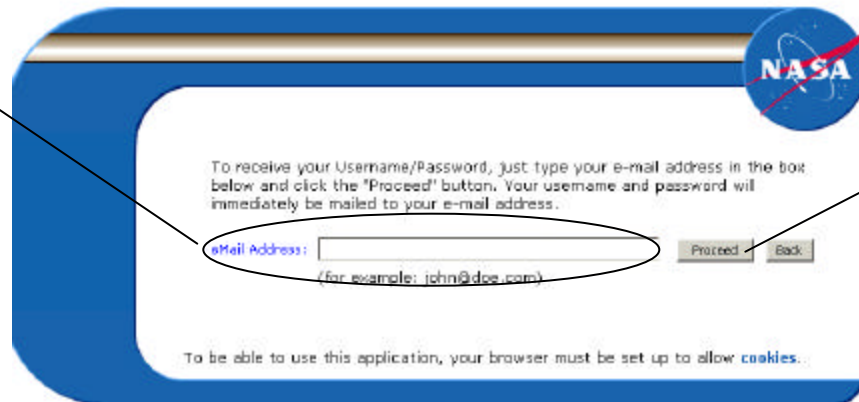


Username:

Password:

Login

2. Type in your e-mail address in this field.



To receive your Username/Password, just type your e-mail address in the box below and click the "Proceed" button. Your username and password will immediately be mailed to your e-mail address.

eMail Address:

(for example: john@doe.com)

Proceed Back

To be able to use this application, your browser must be set up to allow [cookies](#).

3. Click the **Proceed** button. The system will send you your information.

Notes

Logging Out

It is important to always remember to logout of the system when you have finished your work. This minimizes the possibility of any unauthorized users viewing or accessing confidential or restricted employee information.

1. Click **General** on the menu bar to open the drop-down menu.

2. Click **Logout** under the General menu.

3. This message will display and then the User Login window will open.

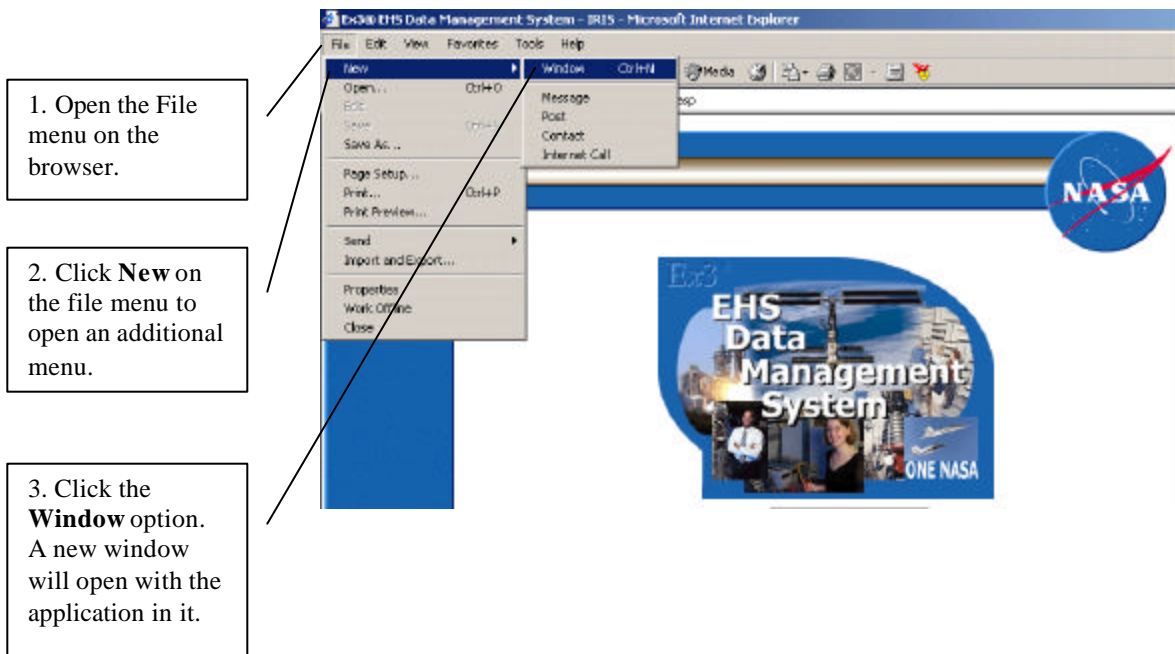


Notes

Opening a New Browser

From time to time you may need to add a new employee or update an email address in the system while you are working on an action request or creating a case or incident. You can make these changes more easily by opening a new browser window.

You may open a new browser in two ways; the first is to click **Ctrl-N** on the keyboard. A new window will automatically open with the application open. The second method is described below.



Notes

Exploring the Quick Incident Menu

- **Navigating the Quick Incident Screens**
- **Quick Incident Report - Safety**
- **Quick Incident Report – Injury/Illness**
- **Quick Incident Report – Track**

Employees may create “quick” safety and injury/illness incident reports without actually logging in to the system. This quick reporting capability helps ensure that all incidents are entered into the system in a timely fashion. Once the initial report is saved, it can be updated as more information becomes available from within either the Injury/Illness or Safety modules.


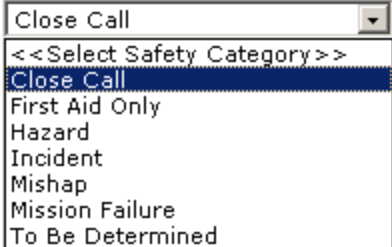

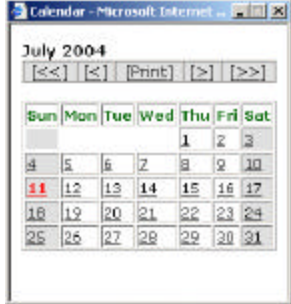

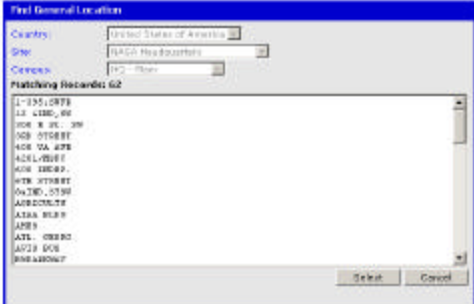
To the right is a picture of the Quick Incident menu. Each of the quick incident reports is accessed through this menu, which displays on the login screen.




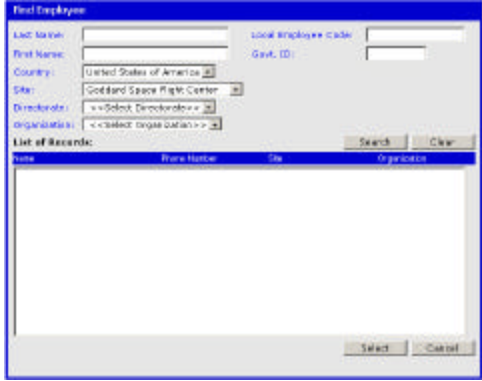

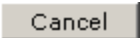

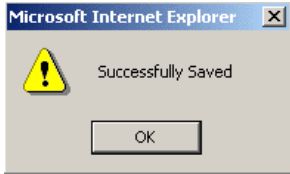
Navigating the Quick Incident Screens

The Quick Incident screens are laid out in a way that allows easy navigation. To move from one field to another press the **Tab** key on your keyboard or click in each field with the mouse. All the required fields are marked with bold labels. Each of the screens requires you to click the **Save** button before exiting the screen. You may not need to fill out every field. However, it is very important to capture as much information as you can in all the fields that do apply. Remember, these records are only as good as the data they contain.

Each screen is made up of a combination of drop-down fields, look-up buttons and free text fields. The table below describes some of the common icons, buttons and fields used in the quick incident screens as well as the application itself.

Icon/Button	Function	Result
	Indicates a drop-down list. Click the arrow to activate the drop-down list. Select an item on the list by clicking on it. The item will automatically fill the field.	
	Click to open the calendar popup window shown to the right. Select the appropriate date by clicking on it. The selected date will automatically fill in the date field. Use the arrows at the top to move forward or back within the calendar. A single arrow will move forward/back a month. A double arrow will move forward/back a year.	
	Click to open the General Location popup window shown to the right. Select the appropriate location by clicking on it. The selected location will automatically fill the General Location field.	

Navigating the Quick Incident Screen cont'd.

	<p>Click to open the Employee Lookup window shown to the right. Supply at least one search criteria. Complete names are not necessary; in most cases 3 characters are enough. Click the Search button. The system will return the first 100 matches for you selected criteria. Select the appropriate employee by highlighting them and then click the Select button. The selected employee will automatically fill to the appropriate field.</p> <p>For more information on using the find screen see SEARCH TIPS beginning on page 28.</p>	
	<p>This button can appear either next to a field or at the bottom of a page. A clear button next to a specific field clears only that field. A clear button at the bottom of a screen clears all fields.</p>	
	<p>This button returns you to the login screen. (If you are working within the application the cancel button returns you to the Homepage). Be sure to save any new data before using the Cancel button to avoid losing data.</p>	
	<p>This button saves the information entered on the screen. It is necessary to click the Save button each time you enter new information on a screen. The system checks that all required fields have been completed and then notify you that the save was successful.</p>	

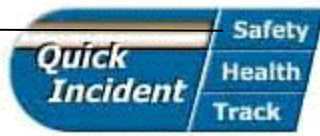
Notes

Quick Incident Report - Safety

The Safety quick incident report is, in most cases, where a safety incident record begins. It is similar to NASA's 1627a reporting form. Since it is located outside of the system, all employees may access it to report incidents. Once the quick incident report is saved, it is assigned an incident number and may be edited or updated within the Safety module.

In some instances, a user may want to report an incident anonymously. To remain anonymous, simply leave the "Recorded By" field empty.

1. Click the **Safety** button on the Quick Incident menu. A report screen will display.



Notes

Quick Incident Report – Safety, cont'd.

2. Complete all required data fields shown in bold blue.

3. Decide if you want to remain anonymous.

4. Click the **Save** button.

Quick Incident

Incident Category:

To Be Determined

Incident Type:

<<Select Safety Type>>

Incident Sub Type:

<<Select Incident SubType>>

Incident Date:

7/9/2004

Time:

08

35

Reported Date:

7/9/2004

Time:

08

35

Country:

United States of America

Site:

<<Select Site>>

Campus:

<<Select Campus>>

General Location:

Clear

NASA/Contractor?

NASA

Directorate:

<<Select Directorate>>

Organization:

<<Select Organization>>

One Liner (do not use names):**Detailed Description:**

Please provide specific location details for the General Location in the "Detailed Description" field above. For example, details such as room, hallway, high bays, courtyard, or test stand are appreciated.

If you want to remain anonymous, you do not have to provide your name in the "Recorded by" field below. However, if you remain anonymous, the system will not be able to alert you when action has been taken on the issue.

To enter your name, click the button to look up your employee record. Use the pop-up search window to find your name, and insert it in the box. If your name is not found: Enter your Name, Employer, Phone, Email Address and Mail Stop in the "Detailed Description".

If you do not wish to remain anonymous, but don't want Safety to disclose your name to anyone, please choose "Yes" in the "Keep my name private" drop-down list.

Injuries Involved?

No

Further Action Req'd?

No

Keep my name private

No

Recorded By:

Clear

Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

As an employee you are responsible for keeping designated information from unauthorized persons. Unauthorized disclosure is also a violation of Title 18 U.S. code. Penalties in most cases provides for fines up to \$10,000, imprisonment for not more than 10 years or both. Disclosure of sensitive information may result in immediate dismissal, fines up to \$1,000,000 and/or imprisonment for up to 10 years per event.

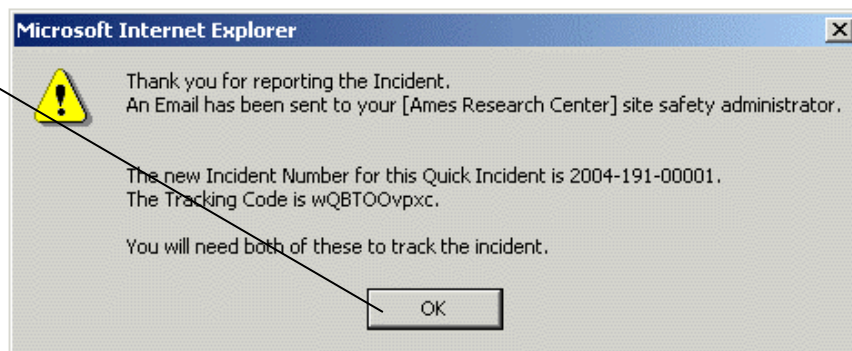
Cancel Save

Notes

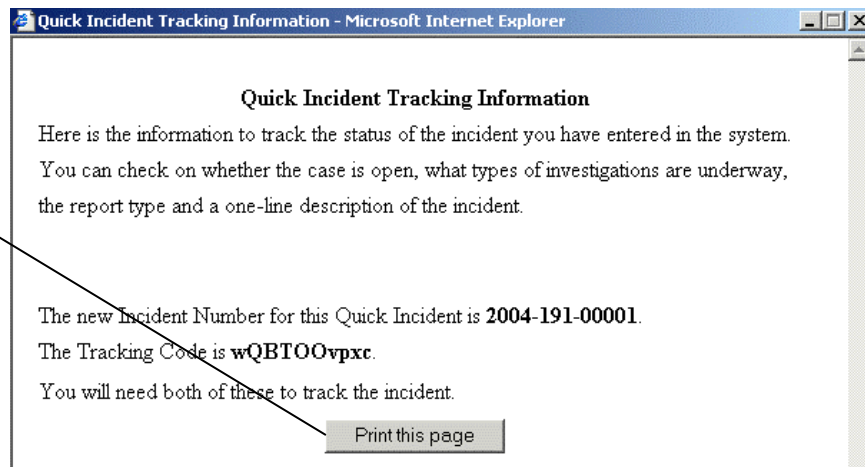
Quick Incident Report – Safety, cont'd.

After you click **Save**, the system generates an incident number and tracking code. You need both to track this incident using the Track feature on the Quick Incident menu. The system generates a second pop-up after you click **OK** that allows you to print a hard copy of the incident's tracking information. In most cases, once you have printed you will be returned to the Login screen. However, if you selected "Yes" for "Injuries Involved?" the system will automatically bring up the Injury/Illness Quick Incident form.

5. This pop-up box gives you the Incident Number and Tracking Code. Click **OK**.



6. Click **Print this page** to print the incident's tracking information.

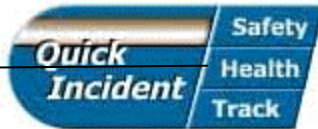


Notes

Quick Incident Report – Injury/Illness

Employees may also create “quick” injury/illness case reports without actually logging in to the system. This quick reporting capability helps ensure that all incidents are entered into the system in a timely fashion. Once the quick incident report is saved, it is assigned an incident number and may be edited or updated within the Injury/Illness module.

1. Click the **Health** button on the Quick Incident menu. A report screen will display.



2. Complete as many fields as you can. Fields shown in bold blue are required.

3. Click the **Save** button.

Quick Incident

Employee:

Supervisor:

Case Type: <<Select Case Type>>

Injury/Illness: <<Select Injury or Illness>>

Injury/Illness Type: <<Select Injury/Illness Type>>

Injury Detail Date: 4/14/2004 **Injury Detail Time:** 00:00

Patient Statement:
(Do not include patients names)

Country: United States of America

Site: <<Select Site>>

Campus: <<Select Campus>>

General Location:

Recorded By:

If you want to remain anonymous, you do not have to provide your name in the 'Recorded by' field. However, if you remain anonymous, the system will not be able to alert you when action has been taken on the issue.

To enter your name, click the button to look up your employee record. Use the pop-up search window to find your name, and insert it in the box. If your name is not found: Enter your Name, Employer, Phone, Email Address and Mail Stop in the 'Patient Statement'.

Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

As an employee you are responsible for keeping designated information from unauthorized persons. Unauthorized disclosure is also a violation of Title 18 U.S. code. Penalties in most cases provides for fines up to \$10,000, imprisonment for not more than 10 years or both. Disclosure of sensitive information may result in immediate dismissal, fines up to \$1,000,000 and/or imprisonment for up to 10 years per event.

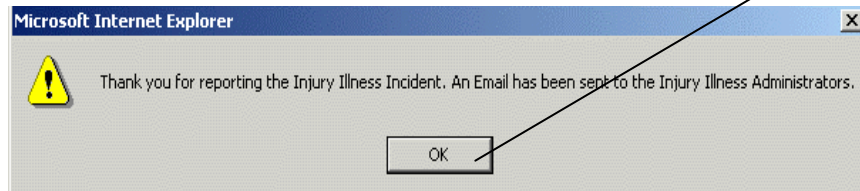
bold labels indicate required field - All date formats: (m/d/yyyy)

Quick Incident Report – Injury/Illness, cont'd.

4. A Pop-up box displays stating the incident was saved. Click **OK**.



5. A pop-up box displays stating an eMail notification has been sent. Click **OK**. You'll be returned to the Login screen.



Notes

Quick Incident Report – Track

The Track option on the Quick Incident menu allows users to check the status of incidents already entered in the system. This “Quick Incident Status” report shows whether the case is open, what types of investigations are underway, the report type and a one-line description of the incident.

1. Click the **Track** button on the Quick Incident menu. The Quick Incident Status screen will display.



2. Enter the incident number and tracking code.

Quick Incident Status

Incident Number: 2004-105-00001 Tracking Code: S98slhwujW

Cancel Search Clear

Case Status: CLOSED

Classification Type: NOT CLASSIFIED YET

Contractor Investigation Type: Not Assigned

Government Investigation Type: Not Assigned

Report Type: Not Assigned

One Liner: test

3. Click the **Search** button. The status fields below will populate.

Notes

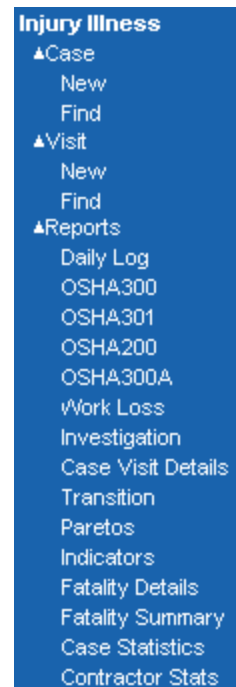
Exploring the Injury Illness Module

- **Finding a Case Record**
- **Creating a New Case**
- **Completing a Case or Visit Record**
- **Creating a New Visit**
- **Finding a Visit Record**
- **Running Injury/Illness Reports**
- **Injury/Illness Reports**

Throughout history, many of our greatest thinkers have explained that if you know your past, you can understand your present. Once you understand your present, you can predict your future. The Injury/Illness Module helps you to do just that. It allows you to record, track, and report on the occupational and non-occupational injuries and illnesses that affect your organization.

When you identify the injuries and illness that affect your organization, and analyze how and why they occurred, you have the knowledge to make a difference in the future of your organization. The Injury/Illness Module helps you acquire that knowledge.

The options shown to the right display in the Injury/Illness menu:



Finding a Case Record

From the time you first open a case to the time you close it, chances are you will need to refer to, update, or modify the information in the case record several times. In order to do that, you need to locate the case record in the system's database.

The screenshot shows the Ex3 EHS Data Management System - IRIS interface. On the left is a blue vertical menu bar with the following options: Injury Illness, Case, New, Find, Report, Action Request, Safety Incident, Employee, Headcount, Schedule, Administration, and General. Three numbered callout boxes point to specific menu items:

- 1. Click **Injury Illness** on the menu bar to open the drop-down menu.
- 2. Click **Case** under the Injury Illness menu.
- 3. Click **Find** under the Case menu. The System displays the Find Case tab.

The main content area displays a 'System Broadcast Message' with a red STOP sign icon and the text: 'This is a test site only. Do not enter live data containing private or confidential information. To enter live data, please go to the production website at: <http://ohsas.ex3host.com/6>'. Below this is a large graphic for the 'EHS Data Management System' featuring the text 'ONE NASA'. At the bottom, it says 'Welcome System Administrator to Ex3® EHS Data Management System - IRIS, ver. 1.0' and 'Powered By Ex3® Technologies ©1995-2004 - Effluent Enterprise Engineering, Inc. Legal Stuff'.

Notes

Creating a New Case

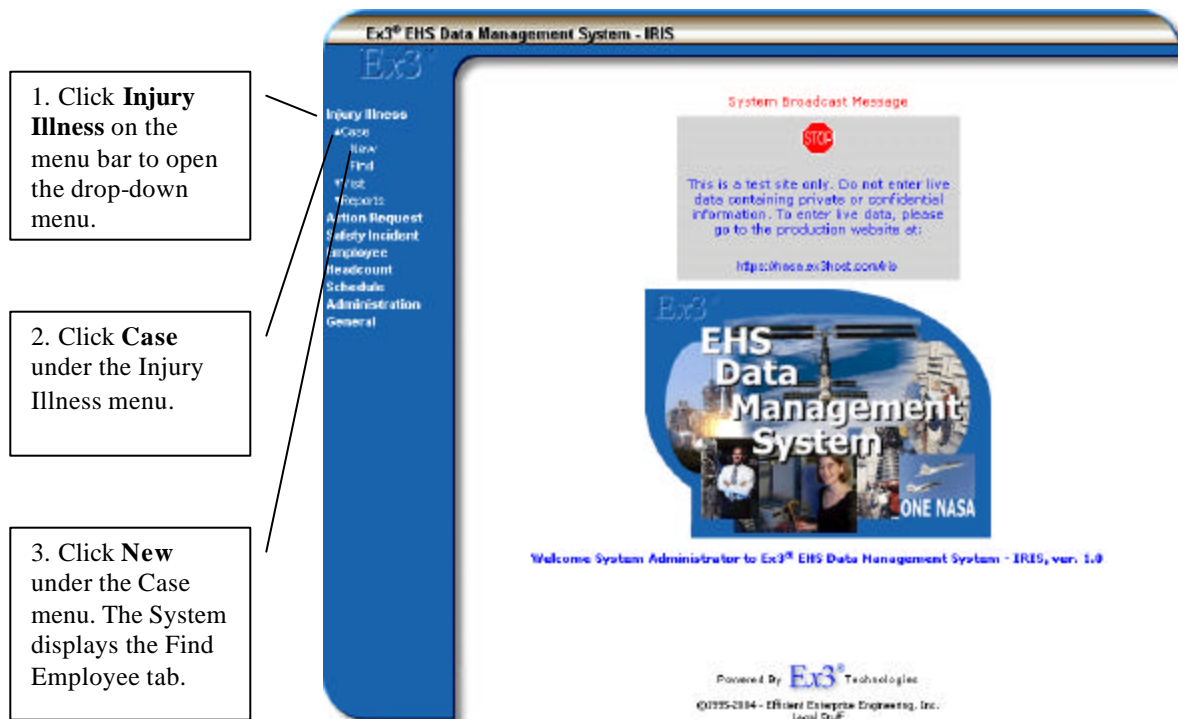
The following definitions may help you while using the Injury/Illness Module:

- **Visit:** A record of every time an employee reports to a clinic for an injury or illness.
- **Case:** A collection of one or more visit records resulting from the same injury or illness.

Whenever an employee reports to the clinic, you record information about the visit. If the employee is reporting a new injury, you create a new case. If the employee is returning for further treatment of the same injury, you create a new visit.

For example, if an employee breaks a finger and reports to a clinic, that is a new case. Then if later in the week, the employee returns to the clinic to get a new splint for the same broken finger, that is a visit.

The diagram below outlines how to create a new case.



Notes

Creating a New Case, cont'd.

In order to record information about the employee's injury or illness, you need to locate the employee's record. The Find Employees tab assists you in this search. It provides several search criteria that you can use to locate the record. If the employee has a unique name, such as Wyzeski, the first three characters of the last name may be sufficient. But in the case of Chris Black, you may want to supply more information to reduce the number of possible matches returned.

The screenshot shows the 'Find Employee' window. It has search fields for Last Name (VanB), First Name (sh), Country (United States of America), Site (Johnson Space Center), Employee Type (All), Govt.ID, and Local Employee Code. There are Search and Clear buttons. Below the fields is a table of 'Matching Records: 1' with columns Name, Phone Number, Site, and Organization. The first record is 'VanBenthuyssen, Shelly' with phone number '888-999-1212' and site 'Johnson Space C'. A 'Create Case' button is at the bottom right.

1. Specify at least one criterion.

2. Click the **Search** button. A list of matches displays in the Employee Matching Records field.

If the appropriate employee is not listed, click the **Clear** button and repeat search with new criteria.

3. Select the appropriate employee from the list and click the **Create Case** button or double click the employee. A verification message displays.

Search Tips

Sometimes when you search a large database, it can be difficult to locate the record you want. Here are a few tips that will help you be able to search more effectively.

- Database queries are not “case sensitive.” You don’t have to worry about capitalizing a person’s name correctly when typing it. Just type it all in lower case.
- Complete words or numbers aren’t necessary. Entering the first three characters is enough in most cases.
- If you are getting too many matches, consider adding more information, such as the beginning of the first name along with a last name, in order to reduce the number of matches that fit your criteria. Keep in mind that the system will only return the first 100 matches for your search.
- If you are getting too few matches, enter a little less information in the search fields to increase the number of matches that fit your criteria.

Employee Not Found

If an employee is not found in the database, you will receive an “Employee not found” message. You may need to create a new employee record.

For more information on creating new employee records see CREATING A NEW EMPLOYEE RECORD beginning on page 133.

Creating a New Case, cont'd.

After you confirm that you want to create a new case, the General tab displays. You use this tab to enter general information about the case (what happened, where did it happen) and about the visit (which clinic did the employee visit, what was the initial diagnosis, etc). The General tab, like the Quick Incident screens, contains text fields, drop-down lists, checkboxes, and buttons. To enter data, either use the **Tab** key to move from one field to the next or click in each field using the mouse. All required fields are marked with bold labels. You may not need to fill out every field. However, it is very important to capture as much information as you can in all the fields that do apply.

1. Fill in as many fields as possible, making sure to complete all required fields.

General

Employee Date of Hire: May 4 1962 12:00AM
Case No: < New > Visit No: < New >
Employee: VanBenthuyssen, Shelly

Case Information:
Case Type: Occ - First Aid
Injury/Illness: Injury
Injury/Illness Type: ABRASION
Injury Detail Date: 7/11/2004
Reported Date:
Overnight Hospital Care: No
Patient Statement:(do not use names)
I fell from the back of a moving truck and sustained severe abrasions to my hands, arms and face.
What object or substance is believed to have directly harmed the employee?
gravel
Site Type: Onsite
Country: United States of America
Site: Johnson Space Center
Campus: JSC - Main
General Location: 910 GEMINI
Location: Outdoor
Specific Location: Road in front of 910 Gemini
Directorate: AA
Organization: AA - Center Director
Supervisor: Wallenius, Laura N
First Pain Date: 07/11/2004
Consciousness Lost? No
Fatality? No
Med. Intervene Date:
Injury Detail Time: 00:00
Reported Time: 00:00
Emergency Care required: Yes

Visit Information:
Date of Visit: 7/11/2004
Disposition: Sent To Hospital/clinic
Office of Visit: Carlene's Testing Office (Johnson Space Center)
Primary Diagnosis: Abrasion
Notes:
☒ Was employee referred to an outside physician?

Medical Professional's Details:
Name: Dr. Smith
Address: 123 USA Lane
Phone:
Health Facility's Details:
Name: Tomball Regional
Address: 123 USA Lane
City: Tomball
State: TX
Zip: 77429
Phone:
Recorded By: Administrator, System Ex3

Save

bold labels indicate required field - All date formats:(m/d/yyyy)

For more information on using look up buttons see NAVIGATING THE QUICK INCIDENT SCREENS beginning on page 17.

2. Click the **Save** button.

Creating a New Case, cont'd.

The system guides you during data entry by graying out fields that are not accessible or automatically populating fields with data once you have made specific selections. If the information has to be entered a specific way, then guidelines are either printed on screen or displays when you hover the cursor over the field.

There are several fields on the General tab that, when modified, change which additional fields display on the tab. For example, if the employee were referred to a doctor outside the clinic, you would select the **Employee referred to an outside physician?** checkbox. The system then displays the additional fields you need to record the doctor and/or hospital's contact information.

When you click the **Save** button the format and completeness of the information you have provided is checked. If you have left any required fields unfilled, the system displays a message prompting you to fill in the appropriate field.



After you have corrected the problem and successfully saved, the "Save Confirmation" pop-up displays.



Notes

Completing a Case or Visit Record

Once you have located or created a case or visit record, the system displays the Injury/Illness tabs. The number and names of the tabs that you have access to will differ depending on your role in the system. All the tabs are outlined in this section.



The tabs are laid out in a way that allows easy navigation. To move from one tab to another, you simply click on the tab. You may not need to fill out every available tab for every case. However, it is very important to capture as much information as you can on all the tabs that do apply. Remember, these records are only as good as the data they contain. So, a complete record produces better reports and more accurate statistics.

Once the tab is open, you can move from one field to another by pressing the **Tab** key on your keyboard or by clicking in each field with the mouse. All the required fields are marked with bold labels. If it is available, don't forget to click the **Save** button before switching to another tab or module.

General Tab

The General tab records basic information about the injury or illness, such as the when and where it occurred, the injury/illness type, and a brief description of event. This General tab looks slightly different than the initial General tab you filled out when you opened a new case. The visit information that you recorded at the bottom of the tab is no longer visible. It is not lost, but has been moved to the Visit tab, where you may record additional visits at a later time.

General | Visit | Work Loss | Transition History

Case No: 2004-193-00002
Employee: VanBenthuyssen, Shelly
Case Type: Occ - First Aid
Injury/Illness: Injury
Injury/Illness Type: ABRASION
Injury Detail Date: 07/11/2004
Injury Detail Time: 22:00
Reported Date:
Reported Time: 00:00
Does this case fit OSHA 300 Privacy definition? No
Overnight Hospital Care: No
Emergency Care required: Yes
Patient Statement:(do not use names)
I fell from the back of a moving truck and sustained severe abrasions to my hands, arms and face.
What object or substance is believed to have directly harmed the employee?
gravel
Site Type: Onsite
Country: United States of America
Site: Johnson Space Center
Campus: JSC - Main
General Location: 910 GEMINI
Location: Outdoor
Specific Location: Road in front of 910 Gemini
Directorate: AA
Organization: AA - Center Director
Supervisor: Wallenius, Laura N
First Pain Date: 07/11/2004
Med. Intervene Date:
Consciousness Lost: No
Fatality: No
Resignation: No
Termination: No
ERGO Related: No
IH Related: No
Close this Case: << Select Status >>
Recorded By: Administrator, System Ex3
Last Updated: 07/11/2004
Updated by: Administrator, System Ex3
Notify Safety | Notify Medical | Print | Delete | Save

bold labels indicate required field - All date formats:(m/d/yyyy)

1. Complete as many fields as possible, making sure to fill all the required fields whose labels are **bold**.

Selecting "Yes" in these fields activates additional data fields and/or buttons

Use these buttons to notify Safety and Medical personnel of the incident.

If the "Case Type" field is changed, a "Case Transition Information" screen displays after the record is saved. See page 33 for more information on the "Case Transition Information" screen.

Click the **Print** button to run a Case Details Report for this case.

Click the **Delete** button to delete this injury/illness case. This action cannot be undone.

2. Click the **Save** button. A confirmation message displays.

Notes

General Tab, cont'd.

Occasionally, a case type might need to be changed, if the original entry was incorrect, or the case was misdiagnosed. When you select a new case type on the General tab and click the **Save** button, the Case Transition Information window displays. The system captures important information regarding the change, such as the transition type and the reason for the change. The information collected in this window transfers to the Transition History tab once you click **OK**.

For more information on transition history see the TRANSITION HISTORY tab beginning on page 45.

The image shows a 'Case Transition Information' window with a blue title bar. It contains three main fields: 'Transition Type' with a dropdown menu showing 'De-escalation', 'Reason for change' with a text area containing 'Data-entry error', and 'Effective Date' with a date field showing '8/14/2003' and a placeholder 'mm/dd/yyyy'. At the bottom right are 'OK' and 'Cancel' buttons. Three callout boxes with arrows point to these elements: Box 1 points to the 'Transition Type' dropdown; Box 2 points to the 'Reason for change' text area; Box 3 points to the 'OK' button.

1. Select the transition type.

2. Type an explanation for the change.

3. Click the **OK** button. A pop-up box verifies that the change has been successfully saved.

Notes

Visit Tab – Information

The Visit sub-tabs record information on each of the employee's visits to a clinic for a single injury or illness. For example, if the employee broke his arm and came to the clinic that would be one visit. When he came back to take the cast off, that would be a separate visit in the same case. Both visit records display in the **List of Visits** drop-down above the sub-tabs. The Information sub-tab contains data such as where and when the employee visited the clinic. You may create a new visit for a case from within the case as described below or by using the Visit menu option on the Injury Illness module's menu.

For information on creating a new visit record using the Visit menu option see CREATING A NEW VISIT beginning on page 61.

1. Click the **New** button or **<New Visit>** on the List of Visits drop-down.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the **Save** button. The new visit will appear in the List of Visits drop-down.

General **Visit** Work Loss Transition History

Case No.: 2004-029-00003 **Injury Detail Date:** 01/29/2004
Employee: Admin, Shelly
Case Type: Occ - First aid **Site/Campus:** Kennedy Space Center/KSC - Main

List of Visits:
2004-029-00004 01/29/2004 Return To Work (working)

Information Diagnoses Notes Treatments Vitals

Visit Information:

Date of Visit In: 01/29/2004 **Time of Visit In:** 19:28
Date of Visit Out: 01/29/2004 **Time of Visit Out:** 19:38
Disposition: Return To Work (working)
Office of Visit: Kennedy Nurses Office
Display on OSHA 301: No
Report Received: No
Report Completed: No
Revisit required? Yes
Revisit Date: 02/05/2004
Referred to an outside physician? No
Recorded By: Administrator, System Ex3
Last Modified By: Administrator, System Ex3 **Last Updated:** 01/29/2004

Detach Transfer New Save Delete Print

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Visit Tab – Information cont'd.

The Information sub-tab contains a series of buttons at the bottom of the screen. Below is a description of each button.



Detach

Use the **Detach** button to remove a visit from one case and create a new case with it. A pop-up box appears after you click **Detach**. Click **OK** if you wish to create a new case. Click **Cancel** to return to the Information sub-tab.

Transfer

Use the **Transfer** button if you have created a visit in the incorrect case. A Find Case screen displays after you click **Transfer**. Run a search for the correct case. Select the correct case from the list. A pop-up verifies that you wish to transfer the visit to the selected case. Click **OK**. The selected visit is transferred.

New

Use the **New** button to prepare the data entry fields for new visit information.

Save

Use the **Save** button each time you enter new information on the screen.

Delete

Use the **Delete** button to remove any unnecessary or duplicate visit information from a case record. A pop-up displays to verify you wish to delete the selected visit. Click **OK** if you wish to delete the visit. Use this feature with caution since this action cannot be undone. *Note: Access to this button is restricted.*

Print

Use the **Print** button to run a Visit Details report for the selected visit.

Notes

Visit Tab – Diagnosis

The Diagnosis sub-tab allows you to specify all the employee's diagnoses related to the incident. If a diagnosis is delayed or changed, for example an x-ray shows that the employee's bone is broken and not a sprain, you can make updates and edits to the diagnosis.

An employee can also have more than one diagnosis for an injury. If the employee was involved in a car accident, they may have a broken leg and a cut on their forehead. You can list all the diagnoses on this tab and mark one as the primary.

The screenshot shows a web application interface for managing employee diagnoses. At the top, there are tabs for 'General', 'Visit', 'Work Loss', and 'Transition History'. The 'Visit' tab is active. Below the tabs, a header section contains fields for 'Case No.', 'Employee', 'Case Type', 'Illness Detail Date', and 'Site/Campus'. Below this is a 'List of Visits' section with a dropdown menu. The main area is divided into sub-tabs: 'Information', 'Diagnosis', 'Notes', 'Treatment', and 'Vitals'. The 'Diagnosis' sub-tab is active. It contains a 'List of Diagnoses' section with a dropdown menu showing '<New Diagnosis>' and 'Burn; 2nd Degree'. Below this is a 'Diagnosis Details' section with fields for 'Diagnosis Type', 'Diagnosis Date', 'Diagnosis Notes', 'Doctor', and 'Hospital'. At the bottom of the details section are buttons for 'Make Primary', 'New', 'Save', and 'Delete'. A footer note states: 'bold labels indicate required field - All date formats:(m/d/yyyy)'. Three numbered instructions are provided in callout boxes: 1. Click the New button or <New Diagnosis> on the List of Diagnoses drop-down. 2. Complete as many fields as possible, making sure to fill in all required fields. 3. Click the Save button.

1. Click the **New** button or <New Diagnosis> on the List of Diagnoses drop-down.

2. Complete as many fields as possible, making sure to fill in all required fields.

To mark a primary diagnosis, simply select it from the **List of Diagnoses** field and click the **Make Primary** button.

3. Click the **Save** button.

Notes

Visit Tab – Notes

If you've ever seen a patient's medical file, you'll know that there are usually copious notes, both handwritten and typed in each file. Using the Notes tab, you, the attending nurse, or physician can easily enter and review notes for each visit. You may also edit notes that you have created. The **Save Final** feature allows you to save notes so they can only be read, and not deleted or modified in any way.

1. Select a visit from the **List of Visits** field. Any previously recorded notes display in the **List of Medical Notes** field below.

2. Enter or modify the selected visit note in the Notes field.

3. Click the **Save** button. A confirmation message displays.

Click the **Save Final** button if the note should not be changed.

Employee Action Request Attachments Restrictions Job Placement

Body Part Investigation Med. Leave Benefits

General Visit Work Loss Transition History

Case No.: 2004-050-00004 Injury Detail Date: 02/19/2004

Employee: Wallenius, Laura N

Case Type: Occ - OSHA Record - Other Site/Campus: Kennedy Space Center/KSC - Main

List of Visits:

2004-072-00001 03/12/2004 Off Work Balance Of Shift Only And Return To

Information Diagnoses Notes Treatments Vitals

List of Medical Notes:

Modified Date - Medical Notes - Modified by

<New Note>

Medical Notes Details (Do not use names or include medical information):

Notes

New Save Save Final

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Visit Tab – Treatment

All the information about the different types of treatment you have given or prescribed for each visit of a case is recorded on the Treatment sub-tab. For example, the employee you are working with has a broken arm. First, you treat the broken arm by setting it in a cast, and then you prescribe pain medication. Later, you prescribe physical therapy.

Using this sub-tab you can see what treatments have been given, when, and how well they worked. All this information is vital when you are trying to determine the next course of treatment and action.

1. Select a visit from the **List of Visits** field. Any previously recorded treatments display in the **List of Treatments** field below.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the **Save** button. A confirmation message displays.

General Visit Work Loss Transition History

Case No.: 2003-223-00003 **Injury Detail Date:** 08/11/2003
Employee: Wallenius, Laura. N
Case Type: Occ - OSHA Record - Days Away **Site/Campus:** Arizona - World Wide Headquarter of EX3/Chandler

List of Visits:
2003-223-00004 08/11/2003 Applying Medical Leave

Information Diagnosis Notes **Treatment** Vitals

List of Treatment:
Treatment - Start Date of Treatment - End Date of Treatment
<New Treatment>
Bandage Elastic - 08/11/2003 -

Treatment Details:
Treatment Type: <<Select Treatment Type>>
Start Date of Treatment: 8/14/2003
End Date of Treatment:
Treatment Notes:

New Save Delete

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Visit Tab – Vitals

Every time an employee visits the clinic, normally the first thing you do is take their vital signs. Using the Vitals sub-tab you can quickly record or review an employee's vital signs for any visit.

1. Select a visit from the **List of Visits** field.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the **Save** button. A confirmation message displays.

General **Visit** **Work Loss** **Transition History**

Case No.: 2003-223-00003 **Injury Detail Date:** 08/11/2003
Employee: Wallenius, Laura, N
Case Type: Occ - OSHA Record - Days **Site/Campus:** Arizona - World Wide Headquarter of EX3/Chandler
Away

List of Visits:
2003-223-00004 08/11/2003 Applying Medical Leave

Information **Diagnosis** **Notes** **Treatment** **Vitals**

Height: 0 <<Select UOM>> **Weight:** 0 <<Select UOM>>
Temperature: 0 <<Select UOM>> **Pulse:** 0
Systolic BP: 0 **Diastolic BP:** 0

Comments

Save

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Work Loss Tab

The system can help you calculate the actual days of work that were lost or restricted due to an injury or illness. The calculations on this page fulfill the requirements for the OSHA 200 series of reports. With the new OSHA 300 guideline, all days are counted regardless of whether the employee would be working. However, even if reporting with the OSHA 300 standard, it is beneficial for the company to know exactly how many actual working days were lost for financial calculations.

The Work Loss tab displays the number of days an employee is away from work or working with a restriction due to an injury or illness. These days are captured on the Medical Leave and Restrictions tabs.

The screenshot shows the 'Work Loss' tab in a software application. At the top, there are tabs for 'General', 'Visit', 'Work Loss', and 'Transition History'. The 'Work Loss' tab is active. Below the tabs, there is a header section with the following information:

- Case No.:** 2004-050-00004
- Employee:** Wallenius, Laura N
- Case Type:** Occ - OSHA Record - Other
- Injury Detail Date:** 02/19/2004
- Site/Campus:** Kennedy Space Center/KSC - Main

The main area is titled 'Work Loss Adjustments:' and contains three columns:

- Voluntary Days:** A list of days with navigation arrows (>> and <<). A 'Clear All' button is below.
- Days Away and Days With Restriction:** A list of dates from 02/20/2004 Fri to 03/04/2004 Thu. Below the list, it says '52 days'.
- Holidays:** A list of dates from 02/21/2004 Sat to 02/29/2004 Sun. Below the list, it says '4 days' and has a 'Clear All' button.

Below these columns is the 'Weekday Adjustments:' section, which includes a dropdown menu and two buttons: 'Add Weekday To Holiday' and 'Clear Weekday From Holiday'.

At the bottom, the 'Adjusted Work Loss Days:' section displays the following data:

Adjusted Work Loss Days:	
Days Away:	56
Days Away (OSHA200):	52
Days Away (OSHA300):	56
Restricted Days:	0
Restricted Days (OSHA200):	0
Restricted Days (OSHA300):	0

Callouts from the left side of the image point to specific features:

- A callout points to the 'Voluntary Days' column, stating: 'The days in this column filter from the Medical Leave and Restrictions tabs.'
- A callout points to the 'Weekday Adjustments' section, stating: 'Identify regular holidays with the **Weekday Adjustments** field.'
- A callout points to the 'Adjusted Work Loss Days' table, stating: 'This chart displays the total days of lost work calculated by different methods.'

Notes

Work Loss Tab, cont'd.

At the bottom of the Work Loss tab is a chart that shows the number of days away and restricted days. This chart also displays at the bottom of the Medical Leave, Restrictions and Job Placement tabs. It shows the total number of days of lost work for a given injury or illness.

Days Away Column:

Days Away:
Days Away (OSHA200):
Days Away (OSHA300):

Restricted Days Column:

0	Restricted Days:	0
0	Restricted Days (OSHA200):	0
0	Restricted Days (OSHA300):	0

The “Days Away” calculation represents the total number of days an employee was away from work due to this injury/illness. If the days are OSHA recordable the OSHA calculations will display.

The “Restricted Days” calculation represents the number of days an employee was working with a restriction due to this injury/illness. The restricted days calculation will not display until a job placement has been assigned. If the restricted days are OSHA recordable the OSHA calculations will display.

Notes

Medical Leave Tab

Occasionally an employee's injury or illness requires that they take time off of work. The details for this medical leave from work are recorded on the Medical Leave tab. The system uses the information entered on this tab to calculate the employee's days of lost or restricted work. The days assigned here will display on the Work Loss tab.

1. Highlight <Add new Leave> or click the New button.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the Save button.

The screenshot shows the 'Medical Leave' tab in a software application. At the top, there are tabs for 'Body Part', 'Investigation', 'Med. Leave' (selected), and 'Benefits'. Below these, a header section contains the following information: Case No.: 2003-223-00003, Injury Detail Date: 08/11/2003, Employee: Wallenius, Laura. N, Case Type: Occ - OSHA Record - Other, and Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler. A 'List of Medical Leaves' section shows a table with one entry: '< Add new Leave >' and 'OCC - 08/12/2003 to 08/15/2003 - Prescheduled'. Below this is the 'Medical Leave Details' section with various fields: 'Leave Type' (dropdown), 'Start Date' (calendar), 'Date Last Worked' (calendar), 'Requested By' (dropdown), 'Requested How?' (dropdown), 'Closed?' (checkbox), 'Leave End As?' (dropdown), 'Reason For Leave' (text area), 'Occupational?' (checkbox), 'End Date' (calendar), and 'Date Of Return' (calendar). At the bottom of the details section are 'New', 'Save', and 'Delete' buttons. Below the buttons is a summary table with columns for 'Days Away' and 'Restricted Days' for OSHA200 and OSHA300. The table shows values: Days Away: 4, Restricted Days: 0; Days Away (OSHA200): 3, Restricted Days (OSHA200): 0; Days Away (OSHA300): 4, Restricted Days (OSHA300): 0. Callout boxes provide instructions: Box 1 points to the '< Add new Leave >' link. Box 2 points to the 'Medical Leave Details' section. Box 3 points to the 'Save' button. A note at the bottom right says 'For a detailed description of this chart refer to page 41.'

Days Away:	Restricted Days:	
4	0	Restricted Days
3	0	Restricted Days (OSHA200):
4	0	Restricted Days (OSHA300):

Notes

Restrictions Tab

Sometimes, an employee has an injury or illness that restricts them from performing certain jobs or tasks. For instance, you can create a restriction for an employee who needs to avoid working around fumes and smoke because of a lung ailment. The Restrictions tab records the details of each restriction including its duration and status.

While restrictions are assigned here they do not affect the “Restricted Days” calculations on the bottom of the screen until an actual job placement has been made. Once a job placement has been assigned on the Job Placement tab, the “Restricted Days” calculations fill with the number of days an employee is working with a restriction.

For more information on creating a job placement see the JOB PLACEMENT TAB beginning on page 44.

1. Highlight <Add new Restriction> or click the New button.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the **Save** button. A pop-up box verifies that the restriction has been successfully saved.

Employee
Action Request
Attachments
Restrictions
Job Placement

Case No.: 2003-223-00003
Injury Detail Date: 08/11/2003

Employee: Wallenius, Laura. N
Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler

Case Type: Occ - OSHA Record - Other

List of Case Restrictions:

< Add new Restriction >

OCC - 08/19/2003 to 08/26/2003 - RES - Avoid Dust And Smoke

Restriction Details:

Restriction: Avoid Dust And Smoke

Occ/Pers Ind: Occupational

Start Date: 08/19/2003

Comments:

Dust and smoke could cause respiratory distress until lungs are fully healed.

Status: Temporary

End Date: 08/26/2003

Insert Date: 08/19/2003

New
Save
Delete

Days Away:	4	Restricted Days:	0
Days Away (OSHA200):	3	Restricted Days (OSHA200):	0
Days Away (OSHA300):	4	Restricted Days (OSHA300):	0

For a detailed description of this chart refer to page 41.

Notes

Job Placement Tab

If an employee's injury or illness prevents them from performing their normal job, they can be temporarily reassigned to another position. Use the Job Placement tab to note and track any temporary placement that you make for an employee to accommodate a work restriction. Once a job placement has been assigned for a restriction the restricted days calculations on the bottom of the screen fills with the appropriate number of days.

For more information on assigning a restriction see the RESTRICTIONS TAB beginning on page 43.

1. Highlight the case restriction that requires a job placement.

2. Highlight <Add new Leave> or click the New button.

3. Complete as many fields as possible, making sure to fill in all required fields.

4. Click the Save button. A pop-up box verifies that the placement has been successfully saved.

For a detailed description of this chart refer to page 41.

Employee				Action Request				Attachments				Restrictions				Job Placement			
Case No.: 2003-223-00003								Injury Detail Date: 08/11/2003											
Employee: Wallenius, Laura. N																			
Case Type: Occ - OSHA Record - Other								Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler											
List of Case Restrictions:																			
OCC - 08/19/2003 to 08/26/2003 - RES - Avoid Dust And Smoke																			
List of Job Placements:																			
< Add new Job Placement >																			
08/19/2003 to 08/26/2003 - RES - n/a																			
Job Placement Details:																			
Placement Type: Restricted								Insert Date: 08/19/2003											
Start Date: 08/19/2003								End Date: 08/26/2003											
Comments:																			
New Save Delete																			
Days Away:				4 Restricted Days:				8											
Days Away (OSHA200):				3 Restricted Days (OSHA200):				8											
Days Away (OSHA300):				4 Restricted Days (OSHA300):				8											

Notes

Transition History

The Transition History tab displays all changes made to the “Case Type” field on the General tab. All the fields on this tab are read only. If the case type has been changed multiple times, select the transition you would like to view in the **List of Case Transitions** field. The details display in the Transition Details area.

1. Select the transition that you would like to view.

2. View the Transition Details here.

This screen displays when you first select the Transition History tab.

Microsoft Internet Explorer

! These notes are for viewing only. Edits will not be saved!

OK

Notes

Body Part Tab

Using the Body Part tab, you can specify which of the employee's body parts have been affected by the injury or illness. The body parts are separated into small groups, so you can quickly and easily navigate this tab. If more than one body area has been affected, you can list them all and pick the one that is primarily affected.

1. Select the main body part group from the drop-down list. A list of associated body parts display in the **Body Parts Available** list.

The screenshot shows a software interface with a tabbed menu at the top: "Body Part", "Investigation", "Med. Leave", and "Benefits". The "Body Part" tab is active. Below the tabs, there is a header section with the following information: "Case No.: 2003-223-00003", "Employee: Wallenius, Laura. N", "Case Type: Occ - OSHA Record - Other", "Injury Detail Date: 08/11/2003", and "Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler". Below this, there is a dropdown menu labeled "Select a Body Part Group:" with the selected value "Upper extremities, excluding hands/fingers". To the left of the main area is a list titled "Body Parts Available:" containing the following items: "<<Select BodyPart>>", "Arm left", "Arm right", "Elbow right", "RADIUS BILATERAL", "RADIUS LEFT", "RADIUS RIGHT", "SCAPULA BILATERAL", "SCAPULA LEFT", "SCAPULA RIGHT", "Shoulder left", and "ULNA BILATERAL". To the right of this list are two buttons: "Add >>" and "<< Remove". To the right of these buttons is a list titled "Body Parts Assigned:" containing the following items: "Arm left (Primary)", "Shoulder left", and "WRIST LEFT". At the bottom right of the interface is a button labeled "Make Primary".

2. Select the affected body part from the **Body Parts Available** list and click the **Add** button. The body part moves to the **Body Parts Assigned** list.

Notes

Investigation Tab – General

When an incident occurs, the first concern is always treating the injured or ill employee. However, once that concern is addressed, it is also important to investigate why it happened to prevent recurrence. The Investigation sub-tabs collect the information needed to work toward prevention.

The General sub-tab records all general investigation information, including the cause of the injury or illness, the investigation result, and the actions taken. If a supervisor has filled out a Supervisor Incident Report (SIR) form for this case, some of the fields on this page automatically fill with that information.

For more information on the Supervisor Incident Report see SUPERVISOR INCIDENT REPORT (SIR) beginning on page 65.

1. Complete as many fields as possible, making sure to fill in all required fields.

Investigators can recommend corrective actions and report on their progress.

2. Click the **Save** button. A confirmation message displays.

Case No.: 2004-029-00001 **Injury Detail Date:** 01/29/2004
Employee: VanBenthuyssen, Shelly
Case Type: Occ - First aid **Site/Campus:** Kennedy Space Center/Cape Canaveral

OSHA **Action** **Equipment** **Condition**
General **Detail** **Factors** **Notes**

Accident Source: Alkalies
Accident Type: Contact with radiation
Root Cause: COMMUNICATION: GENERAL
Loss Severity: Serious
Probability: D Remote
Contact Type: Caught In, On, Between, Or Under
Investigators:
Primary NASA Investigator: Wallenius, Laura, N
Investigation Results:
Action Taken:
Corrective Action: Employee Instructed
Corrective Action Status: Open
Investigation Type: Type B
Investigation Status: Open
Save

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Investigation Tab – Detail

The Detail sub-tab records what was happening at the time of the incident and what treatment was given right after the incident. Knowing this helps to paint a general picture of the incident and its timeframe.

The screenshot shows a software interface for an investigation. At the top, there are tabs: 'Body Part', 'Investigation' (selected), 'Med. Leave', and 'Benefits'. Below the tabs, a header section contains the following information: 'Case No.: 2004-029-00001', 'Injury Detail Date: 01/29/2004', 'Employee: VanBenthuyssen, Shelly', 'Case Type: Occ - First aid', and 'Site/Campus: Kennedy Space Center/Cape Canaveral'. Below this header is a sub-tabbed menu with 'OSHA', 'Action', 'Equipment', 'Condition', 'General', 'Detail' (selected), 'Factors', and 'Notes'. The main content area of the 'Detail' sub-tab includes: a 'Work Process:' text area with a scroll bar; a label 'If Validity is doubted, please state reason:' followed by another text area with a scroll bar; an 'Initial Treatment:' text area with a scroll bar; two dropdown menus labeled 'Safety Devices Provided?' (set to 'Yes') and 'Safety Devices Used?' (set to 'No'); and a 'Save' button at the bottom right. A footer note states: 'bold labels indicate required field - All date formats:(m/d/yyyy)'. Three callout boxes provide instructions: 1. 'Fill in as many fields as possible to make the record complete.' (pointing to the Work Process field); 2. 'Click the Save button. A confirmation message displays.' (pointing to the Save button); and 3. 'If the investigator has any reason to doubt the validity of a statement, they can note it here.' (pointing to the 'If Validity is doubted...' field).

1. Fill in as many fields as possible to make the record complete.

If the investigator has any reason to doubt the validity of a statement, they can note it here.

2. Click the **Save** button. A confirmation message displays.

Notes

Investigation Tab – Factors

Many things can contribute to an incident, from simple human error to a structural flaw. The Factors sub-tab allows you to record any factors that have been found, during the investigation, to have contributed to this specific incident. Since more than one factor may be involved in an incident, you may assign multiple factors using the “Factors Available” list. If a supervisor has filled out a SIR form for this case, factors may display in the “Factor Assigned” list based on the information in the SIR form.

For more information on the Supervisor Incident Report see SUPERVISOR INCIDENT REPORT (SIR) beginning on page 65.

Select a contributing factor from the **Factors Available** list and click the **Add** button. The factor moves to the **Factors Assigned** list.

Body Part	Investigation	Med. Leave	Benefits
-----------	---------------	------------	----------

Case No.: 2003-223-00003Injury Detail Date: 08/11/2003

Employee: Wallenius, Laura. N

Case Type: Occ - OSHA Record - OtherSite/Campus: Arizona - World Wide Headquarter of EX3/Chandler

OSHA	Action	Equipment	Condition
General	Detail	Factors	Notes

Factors Available:

Assault/Attack/Fight
Attitude/Willful Recklessness
Backing-operator error
Cause Code: UNSAFE ACT
Cause Code: UNSAFE CONDITION
Clearance-operator error
Collapse of Work Platform
Decayed, Worn, Frayed, Etc.
Failure to Secure
Failure to Shut Off
Failure to Test/Conf/Inspect
Failure to Use Lockout/Tagout

AddRemove

Factors Assigned:

Inattentive Behavior/Fatigued

bold labels indicate required field - All date formats:(m/d/yyyy)

To remove a factor, select the factor from the **Factors Assigned** list and click the **Remove** button. The factor will return to the **Factors Available** list.

Notes

Investigation Tab – Notes

The Notes sub-tab records any investigation notes related to this specific case. You can use the **Save Final** feature to lock the notes so they can only be read, and not modified or deleted.

The screenshot shows a software interface for an investigation case. At the top, there are tabs: 'Body Part', 'Investigation' (selected), 'Med. Leave', and 'Benefits'. Below these, a header section contains case information: 'Case No.: 2003-223-00003', 'Injury Detail Date: 08/11/2003', 'Employee: Wallenius, Laura. N', 'Case Type: Occ - OSHA Record - Other', and 'Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler'. Below the header is a sub-tab bar with 'OSHA', 'Action', 'Equipment', 'Condition', 'General', 'Detail', 'Factors', and 'Notes' (selected). The main area is titled 'List of Investigation Notes:' and shows a table with one entry: '<New Note>' and 'Widget was an older model... - Wallenius, Laura. N 08/14/2003'. Below this is a section titled 'Investigation Notes Details:' with a text area containing 'Widget was an older model that lacked the non-slip grip found on current production lines.' At the bottom right, there are three buttons: 'New', 'Save', and 'Save Final'. A callout box points to the 'Save' button.

1. Highlight **<New Note>** or click the **New** button.

2. Type the text of the note in this space.

3. Click the **Save** button. A confirmation message displays.

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Investigation Tab – OSHA

It may be necessary to report some incidents to the Occupational Safety and Health Administration (OSHA). Investigation information needed for OSHA reporting is collected on the OSHA sub-tab. If a supervisor has filled out a SIR form for this case, some of the fields on this page automatically fill with that information.

For more information on the Supervisor Incident Report see SUPERVISOR INCIDENT REPORT (SIR) beginning on page 65.

1. Complete as many fields as possible, making sure to fill in all required fields.

The screenshot shows the 'OSHA' sub-tab of the Supervisor Incident Report form. It contains three text input fields with blue headers: 'What was the employee doing just before the incident occurred? (OSHA 301 Q14)' with the text 'Riding in the back of a truck.', 'What happened? (OSHA 301 Q15)' with the text 'Truck hit speed bump and employee fell out of the truck bed.', and 'What object or substance is believed to have directly harmed the employee? (OSHA 301 Q17)' with the text 'gravel'. Each field has a small up/down arrow icon on its right side. At the bottom right is a 'Save' button. A legend at the bottom left states: 'bold labels indicate required field - All date formats:(m/d/yyyy)'.

2. Click the **Save** button. A confirmation message displays.

Notes

Investigation Tab – Action

If the investigation finds that the incident was the result of a human action, those actions can be noted on the Action sub-tab. Since more than one action may be involved in an incident, you may assign multiple actions using the “Substandard Actions Available” list.

Select a contributing action from the **Substandard Actions Available** list and click the **Add** button. The action moves to the **Substandard Actions Assigned** list.

Body Part

Investigation

Med. Leave

Benefits

Case No.: 2003-223-00003

Injury Detail Date: 08/11/2003

Employee: Wallenius, Laura. N

Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler

Case Type: Occ - OSHA Record - Other

General

Detail

Factors

Notes

OSHA

Action

Equipment

Condition

Substandard Actions Available:

Lack Of Skill
Making Safety Devices Inoperable
Mental Stress
No Personal Factor
No Substandard Act
Non-work Actions
Operating At Improper Speed
Operating Equipment Without Authority
Other
Physical Stress
Removing Safety Devices
Servicing Equipment In Operation

Add

Remove

Substandard Actions Assigned:

No Personal Factor
No Substandard Act

bold labels indicate required field - All date formats: (m/d/yyyy)

To remove a factor, select the factor from the **Substandard Actions Assigned** list and click the **Remove** button. The factor returns to the **Substandard Actions Available** list.

Notes

Investigation Tab – Equipment

If the investigation shows that some specific equipment was involved in or caused the incident, that equipment is identified and recorded on the Equipment sub-tab. This tab is intended to record all equipment involved in an incident regardless of damage. The term equipment refers to any equipment involved in an incident; this can include automobiles but is not limited to them.

1. Highlight **<New Equipment>** or click the **New** button.

2. Complete as many fields as possible, making sure to fill in all required fields.

3. Click the **Save** button. A confirmation message displays.

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Investigation Tab – Condition

If the incident was the result of the working condition or environment, those conditions are noted using the Conditions sub-tab. Since more than one condition may be involved in an incident, you may assign multiple conditions using the “Substandard Condition Available” list.

Select a contributing condition from the **Substandard Conditions Available** list and click the **Add** button. The condition moves to the **Substandard Conditions Assigned** list.

General	Visit	Work Loss	Transition History	
Employee	Action Request	Attachments	Restrictions	Job Placement
Body Part	Investigation	Med. Leave	Benefits	

Case No.: 2004-002-00003 **Illness Detail Date:** 01/02/2004
Employee: AdminEX3, Test
Case Type: Occ - OSHA Record - Days Away **Site/Campus:** Kennedy Space Center/Cape Canaveral

General	Detail	Factors	Notes
OSHA	Action	Equipment	Condition

Substandard Conditions Available:

- Abuse Or Misuse
- Congestion Or Restricted Action
- Defective Source of Injury(dull,rough,sharp etc)
- Fire And Explosion Hazards
- Improper or Inadequate clothing
- Inadequate Engineering
- Inadequate Guards Or Barriers
- Inadequate Leadership Or Supervision
- Inadequate Maintenance
- Inadequate Or Excessive Illumination
- Inadequate Or Improper Protective Equipment
- Inadequate Purchasing

Add **Remove**

Substandard Conditions Assigned:

- Abuse Or Misuse

bold labels indicate required field - All date formats:(m/d/yyyy)

To remove a condition, select the condition from the **Substandard Conditions Assigned** list and click the **Remove** button. The factor will return to the **Substandard Conditions Available** list.

Notes

Benefits Tab – Eligibility

Sometimes, an employee's injury or illness is serious enough to require a claim for disability benefits or other compensation. The Benefits tab stores all the information on worker's compensation and disability using three sub-tabs.

The Eligibility sub-tab records general claim information as well as specific details depending on the type of claim: worker's compensation, short-term disability, and long-term disability.

1. Complete as many fields as possible, making sure to fill in all required fields.

The "Reason for Denial" field only displays when the "Denied?" field shows Yes.

2. Click the **Save** button. A confirmation message displays.

Eligibility | Payments | Correspondence

Claim #: **Application Made:**

Status: **Physician Contacted:**

Physician Info Received:

Workers Compensation:

Start Date: **End Date:**

Denied? **Reason for Denial**

Short-term Disability:

Start Date: **End Date:**

First Case? **Cert Rec'd:**

Denied? **Reason for Denial**

Long-term Disability:

Start Date: **End Date:**

Save

Notes

Benefits Tab – Payments

The Payments sub-tab of the Benefits tab records all monetary compensation to employees disabled by injuries or illnesses at work. Each payment is listed separately at the top of the screen; you can view details by highlighting a payment on the list.

1. Highlight **<New Payment>** or click the **New** button to begin entering data.

2. Complete as many fields as possible, making sure to fill in all required fields.

Case No.: 2003-223-00003 Injury Detail Date: 08/11/2003
Employee: Wallenius, Laura. N
Case Type: Occ - OSHA Record - Other Site/Campus: Arizona - World Wide Headquarter of EX3/Chandler

Eligibility **Payments** Correspondence

List of Payments:
Date of Payment - Major Category - Minor Category - Payment Amount
<New Payment>
08/12/2003 - Major Category 1 - Minor Category 1 - 200.00

Major Category: Major Category 1 Payment Date: 08/12/2003
Minor Category: Minor Category 1 Payment Amount: 200
Description: Total Amount: 200

New Save Delete

bold labels indicate required field - All date formats:(m/d/yyyy)

3. Click the **Save** button when all the payment data has been entered.

Notes

Benefits Tab – Correspondence

With injury or illness cases, it can be difficult to manually keep track of what forms and documents have been sent to the employee and when. Using the Correspondence sub-tab of the Benefits tab, you can record which documents have been sent to the employee, important dates, and confirmation numbers.

1. Highlight **<New Payment>** or click the **New** button to begin entering data.

2. Complete as many fields as possible, making sure to fill in all required fields.

Case No.: 2003-223-00003 **Injury Detail Date:** 08/11/2003
Employee: Wallenius, Laura. N
Case Type: Occ - OSHA Record - Other **Site/Campus:** Arizona - World Wide Headquarter of EX3/Chandler

Eligibility **Payments** **Correspondence**

List of Payments:
Correspondence Type - Letter Printed - Letter Mailed - Confirmation Received - Confirmation #
<New Correspondence>
Short Term Disability Package - 08/12/2003 - 08/12/2003 - 08/20/2003 - 111222

Correspondence Type: Short Term Disability Package
Letter Printed: 8/12/2003
Letter Mailed: 8/12/2003
Confirmation Rec'd: 8/20/2003
Confirmation #: 111222

New **Save** **Delete**

bold labels indicate required field - All date formats: (m/d/yyyy)

3. Click the **Save** button.

Notes

Employee Tab

When you need to quickly find an employee's personnel information such as their phone number or the building they work in, click the Employee Tab. If any of the information is incorrect, you can make updates on this tab. These changes, however, will only be saved in this case record and will not affect the employee's master record. To affect a permanent change to an employee's master record you must use the "Edit" option within the Employee Module.

For more information on editing an employee's master record see FINDING AN EMPLOYEE RECORD beginning on page 126.

1. Make any modifications necessary to the **Blue** data entry fields.

The **Grey** fields represent non-editable fields. They cannot be changed using the Employee Tab.

2. Click the **Save** button.

Employee Tab

Case No.: 2004-029-00001 Injury Detail Date: 01/29/2004
Employee: VanBenthuyssen, Shelly
Case Type: Occ - First aid Site/Campus: Kennedy Space Center/Cape Canaveral

Last Name: VanBenthuyssen **First Name:** Shelly **Middle Name/Initial:**

General Information:
Local Emp. Code:
Country: United States of America
Site: Kennedy Space Center
Campus: Cape Canaveral
General Location:
Directorate: <<Select Directorate>>
Organization: <<Select Organization>>
Employee Type: <<Select Employee Type>>
Employee Status: <<Select Status>>
Employee Shift: <<Select Shift>>
Employee Job Type: <<Select Job Type>>
Job Title:
Department Name:
Date of Hire:
Level of Experience: <<Select Level of Experience>>
Supervisor:
Supv. ID: *****
Marital Status: <<Select Marital Status>>
Date of Birth: Sex: <<Select Sex>>
Network User ID:
Contact Information:
Address:
City: State:
Zip:
Work Phone: Home Phone:
Cell Phone: Mailstop:
Fax: Pager:
eMail: svanbenthuyssen@yahoo.com
Emergency Contact Information:
Contact Name:
Contact Address:
Contact Phone: Contact Alt. Phone:
Last Updated: 01/21/2004
Save

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Action Request Tab

When managing a case, you may need to delegate some case-related tasks to other employees or to request specific information so you can complete your tasks. You can use the Action Request tab to make those requests.

For more information about creating action requests see CREATING AN INCIDENT SPECIFIC ACTION REQUEST beginning on page 87.

Keep track of the progress of all action requests for this case.

New AR allows you to create and assign a new Action Request.

The screenshot displays the 'Action Request' tab within a software interface. At the top, there are tabs for 'Employee', 'Action Request', 'Attachments', 'Restrictions', and 'Job Placement'. The 'Action Request' tab is active. Below the tabs, case information is shown: Case No. 2003-265-00003, Injury Detail Date 09/22/2003, Employee VanBenthuyssen, Shelly A, Case Type Occ - OSHA Record - Other, and Site/Campus Arizona - World Wide Headquarter of EX3/Tempe. A 'List Of ARs:' table shows one entry: AR Number I-2003-270-001-P, Sch. Comp. Date 10/11/2003, Status In Progress, and AR Assigned To Wallenius, Laura. Below this, 'AR Details:' are provided for the selected AR, including AR Number, AR Assigned To, AR Assigned By, Parent Case #, AR Type, Country, Site, Directorate, Organization, Sch. Comp. Date, Actual Comp. Date, and two Yes/No questions. The AR Title is 'Slippery Stairs' and the Action To Take is 'Please inspect stairs for loose non-skid tiles. Replace all worn or loose tiles.' At the bottom, there are buttons for 'New AR', 'Delete AR', 'Distribute', 'Send Overdue Msg', 'Save', and 'Re Assign'.

AR Number	Sch. Comp. Date	Status	AR Assigned To
I-2003-270-001-P	10/11/2003	In Progress	Wallenius, Laura

AR Details:

AR Number: I-2003-270-001-P AR Status: In Progress

AR Assigned To: Wallenius, Laura

AR Assigned By: VanBenthuyssen, Shelly A

Parent Case #: 2003-265-00003

AR Type: Supervisor Notification of Injury / Illness

Country: United States of America

Site: Arizona - World Wide Headquarter of EX3

Directorate: A

Organization: AA - Center Director

Sch. Comp. Date: 10/11/2003 Actual Comp. Date:

Is this AR private (Between Sender and Recipient Only)? No

Does this AR contain Private Medical Information? No

AR Title: Slippery Stairs

Action To Take: Please inspect stairs for loose non-skid tiles. Replace all worn or loose tiles.

Action Taken:

New AR Delete AR Distribute Send Overdue Msg Save Re Assign

Notes

Attachments Tab

Using the Attachments Tab you can end the days of bulging files, overflowing with backup documentation like emailed doctor's exam notes and test results. Rather than printing it out and sticking the paper copy in the case file, you can attach electronic or scanned documents directly to the record. For example, if you have an invoice, photo, an audio file of a doctor's comments, or even video documentation, you can attach copies of them to this file for future reference.

If the document you want to attach contains sensitive information select "Yes" in the "Apply Privacy Act?" field before you save the document. This will limit access to this document to medical personnel.

1. Click the **Browse** button. Select a file using the "Choose File" window that displays.

2. Click the **Save** button. The file displays in the document list above.

Use the action icons to manipulate the attached document.

The screenshot shows the 'Attachments' tab in a software interface. At the top, there are tabs for 'Employee', 'Action Request', 'Attachments', 'Restrictions', and 'Job Placement'. Below these, a header section displays case information: 'Case No.: 2004-050-00004', 'Injury Detail Date: 02/19/2004', 'Employee: Wallenius, Laura N', 'Case Type: Occ - OSHA Record - Other', and 'Site/Campus: Kennedy Space Center/KSC - Main'. A table lists existing attachments with columns for 'Type', 'Document Description', 'Occ Health', 'Last Updated', and 'Action'. One entry is visible: 'test1.doc' with a 'W' icon, 'No' for Occ Health, and a timestamp of '4/14/2004 1:38:13 PM'. The 'Action' column for this entry contains icons for adding, deleting, and searching. Below the table is a section titled 'Insert New Document' with fields for 'File:' (with a 'Browse...' button), 'Description:', and 'Apply Privacy Act?' (set to 'No'). A 'Save' button is at the bottom right. A large block of text regarding privacy policy is also present.

Type	Document Description	Occ Health	Last Updated	Action
W	test1.doc	No	4/14/2004 1:38:13 PM	[Add] [Delete] [Search]

Insert New Document

File: Browse...

Description:

Apply Privacy Act?

Save

Notes

Creating a New Visit

If an employee reports to a clinic for a follow-up visit for an existing injury or illness, you create a new visit record in the system. Before you may create a new visit you must first locate the parent case record. To do this, you start at the Injury Illness main menu.

1. Click **Injury/Illness** on the menu bar to open the drop-down menu.

2. Click **Visit** under the Injury/Illness menu.

3. Click **New** under the Visit menu. The Find Case tab displays.



Notes

Creating a New Visit, cont'd.

You now need to search through the system's database of existing cases. Since each case involves a person, you may search for the person's first and/or last names. However, the search criteria screen supplies many more tools to help you locate the appropriate record.

4. Specify at least one criterion.

5. Click the **Search** button. A list of matches displays in the Matching Records field.

Find Case

Last Name: Govt.ID:
First Name: Local Employee Code:
Case No:
Country:
Site:
Campus:
General Location:
Directorate:
Organization:
Body Part Group:
Body Part:
Case Type:
Status:
Injury/Illness:
Injury/Illness Type:
Date of Visit From:
Date of Visit To:
Injury/Illness Date From:
Injury/Illness Date To:

Matching Records: 1

Case No.	Injury Date	Name	Campus	Case Type	Body Part
2004-050-00004	02/19/2004	Wallenius, Laura N	KSC -	Occ - OSHA	Finger(s) left

Default Selected Location to:
bold labels indicate required field - All date formats:(m/d/yyyy)

If the appropriate case is not listed, click the **Clear** button and repeat search with new criteria.

6. Select the appropriate case from the list and click the **Create Visit** button or double click the employee.

Microsoft Internet Explorer

Do you wish to create a New Visit for Case No. 2003-224-00003?

7. A verification message displays. Click **OK**. A new visit screen will display.

Creating a New Visit, cont'd.

It is best if you fill out as many of the Visit sub-tabs as possible; however, you are only required to fill out the Information sub-tab to open a new visit record. Once you click the Save button on the Visit Information screen the additional visit sub-tabs will display.

For more information on the Visit tab and other Injury/Illness tabs, please see COMPLETING A CASE OR VISIT RECORD starting on page 31.

Visit Information:

Date of Visit In: 9/23/2003 **Time of Visit In:** 11:42
Date of Visit Out: 9/23/2003 **Time of Visit Out:** 11:42
Disposition: Other
Office of Visit: Tempe Clinic 1
Revisit required? No **Revisit Date:**
Referred to an outside physician? No
Notes:(do not use names or medical information)
Recorded By: VanBenthuyssen, Shelly A
Last Modified By: VanBenthuyssen, Shelly A **Last Updated:** N/A
bold labels indicate required field - All date formats:(m/d/yyyy)

8. Complete as many fields as possible, making sure to fill in all required fields.

9. Click the **Save** button. A confirmation message displays.

Notes

Finding a Visit Record

On a busy day, you may have a steady stream of employees visiting a clinic and may not have time to completely fill out a visit record until later in the day or even later in the week. In this system, that's not a problem. Once you fill out and save the Information sub-tab on the Visit tab, you can find the visit record in the system and complete or edit it at any time. Simply open the **Injury/Illness** drop-down menu. Click on **Visit** to open its drop-down menu. Then click the **Find** option and the Find Visit tab will display.

The Find Visit tab assists you in searching the database, and is similar to the Find Employee tab. It also provides several search criteria that you can use to locate the record. In most cases, entering three characters in any search criteria text field is enough.

1. Specify at least one criterion.

2. Click the **Search** button. A list of matches displays in the 'Matching Records' field.

If the appropriate visit is not listed, click the **Clear** button and repeat search with new criteria.

3. Select the appropriate visit from the list and click the **Select Visit** button or double click the record. The Visit tab for the selected case will display.

Find Visit

Last Name: wallen Govt.ID: Local Employee Code:

First Name:

Visit No.:

Country: United States of America

Site: Kennedy Space Center

Campus: <<Select Campus>>

General Location: Clear

Directorate: <<Select Directorate>>

Organization: <<Select Organization>>

Body Part Group: <<Select BodyPart Group>>

Body Part: <<Select BodyPart>>

Case Type: <<Select Case Type>>

Status: <<Select Status>>

Injury/Illness: <<Select Injury or Illness>>

Injury/Illness Type: <<Select Injury/Illness Type>>

Date of Visit From: Date of Visit To:

Injury/Illness Date From: Injury/Illness Date To:

Search Clear

Matching Records: 2

Visit No	Visit Date	Injury Date	Name	Primary Diagnosis
2004-050-00004	02/19/2004	02/19/2004	Wallenius, Laura N	Contusion/Bruise
2004-072-00001	03/12/2004	02/19/2004	Wallenius, Laura N	n/a

Default Selected Location to: Information Select Visit

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Supervisor Incident Report (SIR)

The Supervisor Incident Report (SIR) allows supervisors to view all Injury/Illness cases associated with their employees. The supervisor may also make changes to this screen, which automatically updates in the original case once the SIR form is saved.

1. Select a case to view.

2. Make changes if necessary.

The **Add >>** button will move a selected factor from the Factors Available list to the Factors Assigned list.

3. Click the **Save** button. Any data changed or added on this screen will automatically transfer to the case record.

SIR Form

Supervisor Case List:

Case Code	Employee Name
2003-240-00007	Wallenius, Laura. N

Investigation Details:

Accident Source: Solvents

Accident Type: Carrying, holding or throwing object

Employee Activity at Time of Injury:

Cleaning

Incident Description:

Breathed chlorine fumes

Investigation Results:

Cleaning supply improperly labeled.

Action Taken:

Supplies are being checked to see that they are clearly labeled.

Contributing Factors:

Factors Available:

- Assault/Attack/Fight
- Attitude/Willful Recklessness
- Backing-operator error
- Cause Code: UNSAFE ACT
- Cause Code: UNSAFE CONDITION
- Clearance-operator error
- Collapse of Work Platform
- Decayed, Worn, Frayed, Etc.
- Failure to Secure
- Failure to Shut Off
- Failure to Test/Conf/Inspect
- Failure to Use Lockout/Tagout

Factors Assigned:

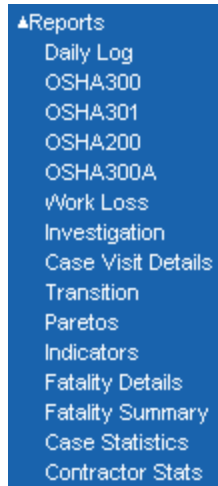
Cause Code: UNSAFE CONDITION

Buttons: Add >>, << Remove, Save

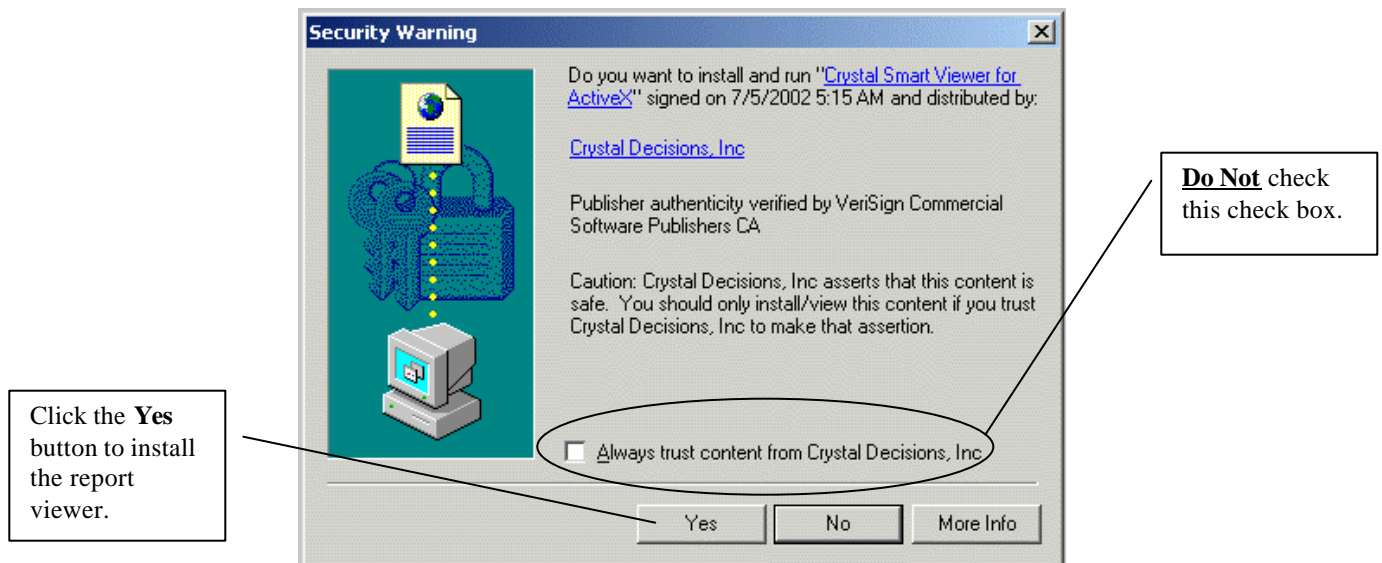
Notes

Running Injury/Illness Reports

Once injury or illness case data has been entered into the system, it can be used to create various reports. The process for running reports is essentially the same for all reports. First select the report you want to run from the Injury/Illness main menu. A Find Report tab will display. Fill in all the information you want to use as your report criteria and click the **Run Report** button.




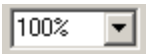







All reports display in a separate viewer window. If this is the first time you have used the report function on this computer, a pop-up window, shown below, will display offering to install Crystal Smart Viewer to the computer. Once the viewer has been installed the report displays.



Running Injury/Illness Reports, cont'd

All reports display in the Crystal Smart Viewer, the icons available for your use while viewing a report display below. Always remember to use the icons within the viewer window to manipulate your report and not the ones on the browser toolbar.

Icon	Function
	Close the current window
	Print your report
	Export your report into various formats, including Word or Excel
	Modify your report viewing size
	Go to the first page of the report
	Go to the previous page
	Go to the next page
	Go to the last page of the report
	Search the report for specific data or phrases

Notes

Injury/Illness Reports

On the following pages you will find explanations and examples of the various reports available in the Injury/Illness module.

Daily Log

This report gives a summary of each Injury or Illness case record that meets a set of given search criteria.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Date of Visit From: 8/15/2003 00 00
Date of Visit To: 9/14/2003 23 59
Case Type: Occ - First aid
Country: United States of America
Site: Arizona - World Wide Headquarter of EX3
Office of Visit: <<Select Nurses Office>>
Occ/Non-Occ Indicator: <All>

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report displays in separate viewing window.

INJURY/ILLNESS DAILY LOG REPORT

Report Parameters:

Office of Visit	: All	Case Type Name	: All
Occ/ Non Occ	: All	Date Range	: 08/15/2003 To 09/14/2003
Country	: United States of America	Site	: Johnson Space Center

Case No.	: 2003-216-0000	Case Type Name	: Occ - First aid
Employee's Name	: Callahan, Patrick	Recorded By	: Administrative System 5.0
Injury/Ill Type	: ACR ACCIDENT	Injury/Illness	: Injury
Site Name	: Johnson Space Center	EXRD Indicator	: No
Ill Indicator	: No	Department	: Programming
OSHA Indicator	: No		
Patient Statement	: kdfb5f		

Visit Code	: 18CS-216-0002	Disposition	: Disability
Date of Visit In	: 08/15/2003	Date of Visit Out	:
Revisit Required	: No	Revisit Date	:
Office of Visit	: Tempa Clinic 1	Primary Diagnosis	:
Primary Body Part	: SH-OUTER ELBOW JOINT		

Total No. of Visits for Case 2003-216-0000 : 0

Case No.	: 2003-216-0000	Case Type Name	: Occ - OSHA Record - Days Away
Employee's Name	: Callahan, Patrick	Recorded By	: Administrative System 5.0
Injury/Ill Type	: WORKER FATAL POISONING	Injury/Illness	: Injury
Site Name	: Johnson Space Center	EXRD Indicator	: No
Ill Indicator	: No	Department	: Programming
OSHA Indicator	: No		
Patient Statement	: kdfb5f		

Visit Code	: 18CS-216-0002	Disposition	: Off Work
Date of Visit In	: 08/02/2002	Date of Visit Out	:
Revisit Required	: No	Revisit Date	:
Office of Visit	: Tempa Clinic 1	Primary Diagnosis	:
Primary Body Part	: Hand left		

Total No. of Visits for Case 2003-216-0000 : 0

Page 1 of 1

BUSINESS SENSITIVE
Protected by 8577846404

Report Printed On: 08/15/2003

1. Complete all of the data entry fields.

2. Click the **Run Report** button.

[illegible][illegible]

OSHA 301

This report creates an individual OSHA 301 report for a specified injury or illness incident.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Last Name:	Wallenius	First Name:	Laura
Case Code:		Government ID:	
Injury Date From:	8/15/2003	Injury Date To:	9/14/2003
Country:	<<Select Country>>		
Site:	<<Select Site>>		
Prep By Name:	Shelly VanBenthuyzen	Prep By Title:	Supervisor
Prep By Phone:	281-333-4444	Prep By Date:	9/14/2003

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

OSHA's Form 301
Injury and Illnesses Incident Report

Information about the employee

1) Name: Wallenius, Laura

2) Title: ITD M. Mktg. Sr.

3) Date of birth: 04/03/1977

4) Date hired: 08/01/2000

5) Sex: ☒ Female ☐ Male

6) Race: ☐ White ☐ Black

Information about the physician or other health care provider

7) Name of physician or other health care provider: Dr. [illegible]

8) Date of examination: 08/15/2003

9) Is the employee being treated by a physician or other health care provider? ☐ Yes ☒ No

10) Why is the employee being treated? (check all that apply)

☐ Injury ☐ Illness

Information about the case

11) Case number (OSHA 301-100000) 0001118-00000

12) Date of report: 09/14/2003

13) Date of incident: 08/15/2003

14) What was the employee doing just before the incident occurred? Working on a computer

15) What was the nature of the injury or illness? Back pain

16) What was the cause of the injury or illness? Working on a computer

17) What action or actions did you take to prevent the incident? None

18) If the employee is injured, when was the injury? 08/15/2003

3. This report displays in separate viewing window.

Notes

OSHA 200

This report was replaced by the OSHA 300 report. It was the Log of Work-Related Injuries and Illnesses that occurred prior to 2001. Any OSHA recordable incidents from 2001 and earlier will display on this report.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Injury Date From: 8/15/2003 **To:** 9/14/2003
Country: United States of America
Site: Arizona - World Wide Headquarter of EX3
☐ Strikeout De-escalated records

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

Review

OSHA Form 200
Log and Summary of
Occupational Injuries and
Illnesses

NOTE: This form is required by Public Law 91-593 and must be kept in the establishment for 5 years.

RECORDABLE CASES: You are required to record information about every occupational disaster every material occupational illness and those need of report which involve case or cases qualifying circumstances.

Company Address: EX3 INC.
1552 N. 100th
SUITE 112
TAMPA, FL 33623

Incident Case or File Number	Date of Injury or Illness	Employee's Name (Last, first, middle initial, last name)	Occupation (Last, first, middle initial, last name)	Department (Last, first, middle initial, last name)	Description of Injury or Illness (Body Parts)	Extent and Duration of Injury		Type, Extent and Duration of Illness	
						Total	Number of Days	Number of Days	Number of Days
2000-001-00004	08/15/2003	Brown, Kyle			HEPSEA INQUIRY, George				
2000-001-00003	08/15/2003	Callahan, David			DEPARTMENT OF DEFENSE				

OSHA No. 200

INCIDENTS	INJURY	ILLNESS
Employee's death	0 (0)	0 (0)
Worked days away or restricted	0 (0)	0 (0)
Worked days away	0 (0)	0 (0)
Number of days away	0 (0)	0 (0)
Number of restricted days	0 (0)	0 (0)
Worked on lost workdays	2 (2)	0 (0)

ILLNESSES

Occupational skin diseases or disorders	0 (0)
Other diseases of the lungs	0 (0)
Respiratory conditions due to toxic agents	0 (0)
Poisoning (systemic effects of toxic materials)	0 (0)
Disorders due to physical agents	0 (0)
Disorders associated with repeated trauma	0 (0)
All other occupational illnesses (systemic diseases or disorders)	0 (0)

Classification of Annual Incidence Totals by

Title _____ Date _____

Page 1 of 1

RECEIVED SELECTIVE
Processed by EX3 Technology

Source: EX3 Inc. 08/15/2003

3. This report displays in separate viewing window.

Notes

1. Complete all of the data entry fields.

2. Click the **Run Report** button.

3. This report displays in separate viewing window.

Work Loss Report

This report lists all incidents that resulted in any lost or restricted workdays.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Injury Date From:	8/15/2003	Injury Date To:	9/14/2003
Last Name:		First Name:	
Case Code:		Govt ID:	
Country:	United States of America		
Site:	Ames Research Center		
Case Type:	Non Occ - Medical Leave Only		
Injury/Illness:	Illness		
Injury/Illness Type:	ALLERGY		
Occ/Non-Occ Indicator:	All		
Show Restriction/Leaves:	All		
Job Placement Type:	No Work Available		
Restriction Status:	All	Leave Type:	All

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

INJURY/ILLNESS WORK LOSS REPORT

Report Parameters:

Injury Start Date	Last Name
Injury End Date	First Name
Case Code	Govt ID
Country	Injury/Illness
Site	Injury/Illness Type
Department	Leave Type
Case Type	Occ/Non-Occ
Restriction Type	Work Loss Type
Restriction Status	

Case Code	Employee Name	Injury/Illness Date
Case Type	Restricted Days	Lost Days
Injury/Illness	Injury/Illness Type	

Work Code	Work Date
Category	Restriction/Leave Type
	Job Placement/NRA/Disability
	Status
	# of Days
	Days Range

Page 1 of 1

BUSINESS OBJECTIVE
Powered by Ex3® Technology

Report File: rptGL - 09/02/2003

3. This report displays in separate viewing window.

Investigation Report

This report shows the investigation information for all cases that meet the specified search criteria.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Injury Date From: 8/15/2003 **Injury Date To:** 9/14/2003

Case Code:

Last Name:

First Name:

Department Name:

Case Type:

Country:

Site:

Investigation Status:

Occ/Non-Occ Indicator:

Corrective Action Status:

Mgmt Control Status:

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

INJURY/ILLNESS INVESTIGATION REPORT

Report Parameters:

Case Code	= All	Case Type	= All
Injury Date From	= 08/15/2003	First Name	= All
Division	= United States of America	Injury Date To	= 09/14/2003
Site	= Johnson Space Center	Investigation Status	= All
Department	= All	Case Review Status	= All
Occ/Non-Occ Ind	= All	Mgmt Control Status	= All

Case Code = 0000-000000000
Employee Name = Smith, DE
Injury/Event =
Department = rfo
OSHA Ind = No
Country = United States of America
Employee Statement = Hurt my finger.

Case Type Name = Occ - Short Rpt
Date of Injury = 08/14/2003
Injury Type Name =
OSHA Priority = No
Site = Johnson Space Center

Investigation Details:

Accident Source		Root Cause	
Accident Type		Event Severity	
Contact Type		Investigation	
Investigative Type		Investigation Quality	
Investigation Results			
Action Taken			
Corrective Action		Status	
Mgmt of Control		Mgmt of Control Status	
Probability of Recurrence			

Investigation Details:

Work Process		Safety Device Provided	= No	Safety Device Used	= No
Violative Reason					
Employee Activity					
Substance Involved					
Incident Description					
Medical Treatment					
On Site	= No				

Signature:

Employee Case Name =
Model =

Contributing Factors:

Substandard Action Name:

Substandard Condition Name:

Case Code = 0000-000000000
Employee Name = Bryant, Goba
Injury/Event = DUI
Department = rfo
OSHA Ind = No
Country = United States of America
Employee Statement = Hurt myself picking up a heavy object.

Case Type Name = Occ - OSHA Record - Clinic Injury
Date of Injury = 08/14/2003
Injury Type Name = HEPHA PAINFUL
OSHA Priority = No
Site = Johnson Space Center

Page 1 of 11

BUSINESS OBJECTIVE
Plan of the OSHA Recordkeeping

Report Parameters: 08/14/2003

3. This report displays in separate viewing window.

Case Visit Details Report

This report creates a detailed summary of an individual case record.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Injury Date From: 8/15/2003 Injury Date To: 9/14/2003

Case Code: 1234 Govt ID:

Last Name: Vanb First Name: S

Case Type: All

Country: United States of America

Site: Ames Research Center

Office of Visit: All

Occ/Non-Occ Indicator: All

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. The use of at least one of the following fields is required: Last Name, First Name, Case Code or Govt ID.

3. Click the **Run Report** Button.

CASE VISIT DETAILS REPORT

Report Parameters

Last Name	Vanb	First Name	S
Case Code	1234	Govt ID	
Country	United States of America	Site	Ames - World Wide Headquarters of EDO
Office of Visit	All	Case Type	All
Injury Date From	8/15/2003	Injury Date To	9/14/2003
Occ/Non-Occ Ind	All		

Case Detail

Case Code	2000-00000001	Recorded By	Vanb, Shelly A
Case Type	Occ - Fact All	Injury/Blow	Injury
Date of Injury	8/15/2003	Injury/Blow Type	ARMED/SHOT
Date Case Closed		Case Closed Ind	NO
Process		Sub Process	
OSHA Privacy Ind	NO	Comp Req Privacy Ind	NO
First Paid Date	8/15/2003	Med Examine Date	
HC Required Ind	NO	HC Reviewed Ind	NO
EMED Related	NO	EMED Related Ind	NO
Overnight Hospital	NO	Emergency Room Care	NO
Death Indicator	NO	Date of Death	
Name	XXXXXXXXXXXX	Department	
SSN	XXXXXXXXXX	Site	Ames - World Wide Headquarters of EDO
EMED		Area	
Block Office		Building	
Job Title		Organization	EDQ Corporate
Employee Status		Construction	
Employee Mtd		Supervisor	
Employee Type		Headcount Type	Admin
Address		City	
Zip		Home Phone	
Email	vanb@edq.com	Work Phone	
Patient Statement	Car Repair while working		

Activity

Activity Name		Activity Owner	
Activity Status		Activity Team	
Spelling Ind			
Comments			

Affected Body Parts

Body Part Group	Body Part Name
Head (Officer)	Right Hand

Investigation Internal

Accident Source	Med Item not elsewhere classified	Real Cause	
Accident Type	Report Motor Vehicle on Street	Loss Severity	
Contact Type		Investigator	
Investigation Type		Investigation Quality	
Investigation Results			
Action Taken		Status	
Corrective Action		Height of Control Status	
Height of Control			
Probability of Recurrence			

Page 1 of 1

BUSINESS SENSITIVE

Report Printed On: 9/24/2003

4. This report displays in separate viewing window.

Transition Report

This report shows all changes that have been made to case records during a specified period of time at a certain site. The Start Date and End Dates cannot be more than one week apart.

1. Complete all of the data entry fields.

Find Report

Start Date: 9/7/2003 **End Date:** 9/14/2003

Country: United States of America

Site: Ames Research Center

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

Previous

INJURY/ILLNESS RECORD TRANSITION REPORT

Report Parameters:
Date of Injury Start: 9/7/2003 Date of Injury End: 9/14/2003
Country/State: United States of America Site: Johnson Space Center

Case Code	Visit Code	Transition Type	Employee Name	Old Value	New Value	GenID	ID
2003-259-00006			Smith, Bill			*****4321	
No Records Found							
2003-261-00010 Treatment - New							
New Treatment							
Start Date: 09/07/2003							
End Date: n/a							
Treatment: Aspiration Needle							
Notes: 2003-261-00003							
2003-260-00001			Callahan, Patrick			*****4321	
No Records Found							
2003-260-00011 Treatment - New							
New Treatment							
Start Date: 09/07/2003							
End Date: 09/11/2003							
Treatment: Congenital Hrt							
Notes: 0123456789 0123456789 01234567							
2003-260-00011 Treatment - New							
New Treatment							
Start Date: 09/07/2003							
End Date: 09/11/2003							
Treatment: Congenital Hrt							
Notes: Clonox, vom and rectal enema							

Page 2 of 2

ALUMINUM INFORMATION
Powered by Ex3 Technology

3. This report displays in separate viewing window.

Notes

Paretos Report

This report is a bar chart that displays the most frequently occurring or largest item at the left of the chart, with smaller or less frequent items displaying in descending order to the right. This visual representation allows the user to see problem areas quickly.

You can build a pareto report from just about any of the drop-down lists within the application. This allows you to create reports that can answer specific questions such as “What types of accidents are happening to people in the ABC organization?” or “What is the primary source of all accidents at ABC site?” Also, the multi-select lists (for example, Case Type, Site and Pareto By) allow you to choose one, several, or all the values in the drop-down list. Use the standard CTRL + Click or Shift + Click combinations to select a collection or a list of values within a list box.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Pareto Type: Accident Source

Beginning Period: September 2002

Ending Period: September 2003

Headcount Type: All
Admin
Staff

Case Type: All
Non Occ - Medical Leave Only
Non Occ - Personal Medical Condition
Non-Occ - Short Visit
Non-Occ Contractor

Site: All
Ames Research Center
Arizona - World Wide Headquarter of EX3
Dryden Flight Research Center
Glenn Flight Center

Indicator Type: No. of Case

Date Type: Date of Injury

Pareto By: All
Acids
Alkalies
Animal
Barrels/Drums

Site Type: Onsite

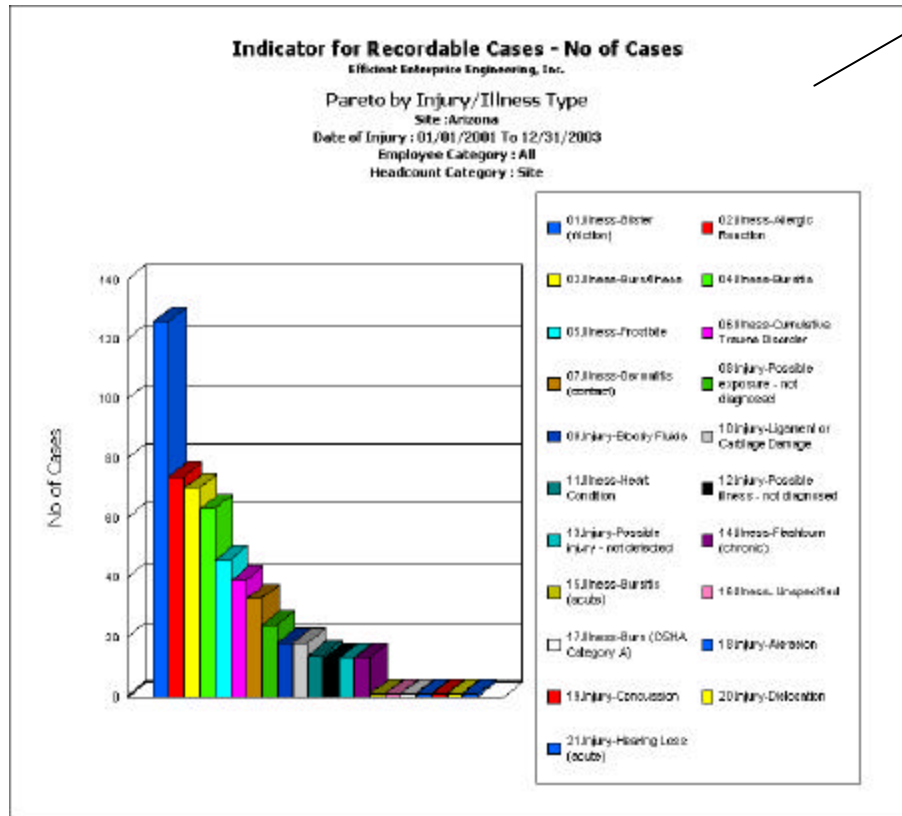
Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

Paretos Report Cont'd

3. This report displays in separate viewing window.



Efficient Enterprise Engineering, Inc.

Pareto by Injury/Illness Type
Site: Arizona
Date of Injury: 01/01/2001 To 12/31/2003
Employee Category: All
Headcount Category: Site

	Total	Illness-Unspecified	Illness-Allergic Reaction	Illness-Other (infection)	Illness-Burn/Scald Category A	Illness-Burn/Scald	Illness-Scalds	Illness-Scalds Injury	Illness-Scalds	Illness-Cumulative Trauma Disorder
Total for Company	1925	225	385	335	313	95	176	46	14	348
Total for selected Sites	571	1	74	135	1	70	63	1	0	39
Arizona	571	1	34	126	1	70	62	1	0	29

Page 2

Efficient Enterprise Engineering, Inc.
Printed by: JJJ Technology

Report Format: US - 10/1/2003

Notes

Indicators Report

This report creates a bar graph plotting the information in sequential or alphabetic order. This report is good at showing trends of an item over time. While a Pareto report is more flexible in allowing you to select exact specifications for a chart, the indicators chart produces many widely used reports, such as, “What is the case rate for occupational cases in Arizona for the first quarter of 2001?”

The Find Report screen allows for choosing multiple items in certain drop-down lists. Choosing multiple items produces a stacked bar chart, with different colors assigned to each of the selected items.

1. Complete as many fields as possible, making sure to fill in all required fields.

Find Report

Period Type: Monthly

Beginning Period: September 2002

Ending Period: September 2003

Site: All
Ames Research Center
Arizona - World Wide Headquarter of EX3
Dryden Flight Research Center
Glenn Flight Center

Injury/Illness: All

Injury/Illness Type: All

Indicator Type: Case Numbers

Case Type: All
Non Occ - Medical Leave Only
Non Occ - Personal Medical Condition
Non-Occ - Short Visit
Non-Occ Contractor

Date Type: Date of Injury

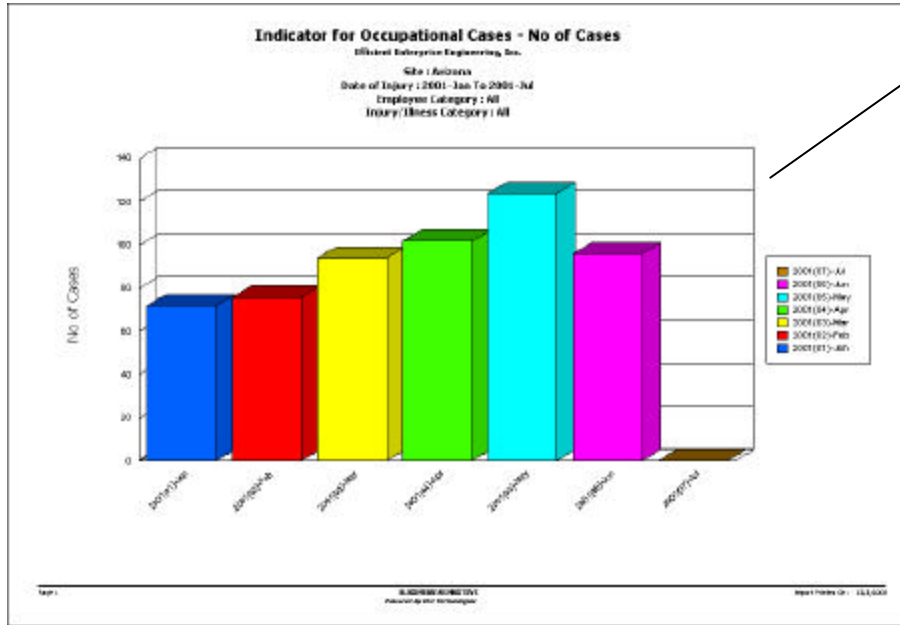
Site Type: Onsite

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

Indicator's Report, cont'd.



3. This report displays in separate viewing window.

Indicator for Occupational Cases - No of Cases
Efficient Enterprise Engineering, Inc.
Site : Arizona
Date of Injury : 2001-Jan To 2001-Jul
Employee Category : All
Injury/Illness Category : All

	Total For Period	2001(01)-Jan	2001(02)-Feb	2001(03)-Mar	2001(04)-Apr	2001(05)-May	2001(06)-Jun	2001(07)-Jul
Total For Company	1,659	223	294	257	298	246	296	2
Total For selected Sites	584	72	75	94	302	124	96	0
Arizona	584	72	75	94	302	124	96	0

Page 2 of 2
BUSINESS SENSITIVE
Presented by E&E Technologies
Report Printed On: 11/1/2001

Notes

Fatality Details Analysis

This report produces a table listing the total number of fatality mishaps, fatality cases and long term disabilities/hospitalizations recorded for a specific site during a given time frame. You may indicate a specific employee type, which allows you to run reports for a specific directorate/organization or by contractor/contract number.

1. Complete as many fields as possible, making sure to fill in all required fields.

Fatality Analysis Details

Injury Date From: 3/14/2004 **Injury Date To:** 4/13/2004

Country: United States of America

Site: Kennedy Space Center

Employee Type: Civil Servants

Directorate: All

Organization: All

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

Fatality/Injury Performance Analysis Details

Report Criteria:

Country: United States of America Directorate: All
Site: Kennedy Space Center Organization: All
Injury Date From: 3/14/2004 Injury Date To: 4/13/2004
Employee Type: Civil Servants

DIRECTORATE - ORGANIZATION	CODE	FATALITY MISHAPS	FATALITY CASES	LONG TERM DISABILITY / HOSPITALIZE
Kennedy Space Center				
KSC (Harris) - NASA External Relations and Business Development	KSC-BA	0	8	1
AE - AE - Executive Staff		0	8	8
Unknown - Unknown	Unknown	0	8	8
AA - Z2 - PUBLIC PERSONS		0	8	8
AA - NotI	NotI	0	8	1
Site Total: Kennedy Space Center		0	0	2
Grand Total		0	0	2

3. This report displays in separate viewing window.

Notes

Fatality Summary Analysis

This report shows the total number of fatality mishaps, fatality cases and long term disability cases by employee type for a given time period.

1. Complete as many fields as possible, making sure to fill in all required fields.

Fatality Analysis Summary

Start Date: 3/14/2004 **End Date:** 4/13/2004

Country: United States of America

Site: Kennedy Space Center

Employee Type: All

Run Report **Clear**

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

Fatality/Injury Performance Analysis Summary

Report Criteria:

Start Date: 3/14/2004 End Date: 4/13/2004
Site: Kennedy Space Center Country: United States of America
Employee Type: All

Category	Fatality Mishaps	Fatality Cases	Long-Term Disability/Hospitalizations
Kennedy Space Center			
Oril Servant	1	1	2
Operator	1	2	2
Other	1	1	0
Site Total: Kennedy Space Center	3	4	4
Grand Total	3	4	4

3. This report displays in separate viewing window.

Notes

Case Statistics

This report shows the count and rate for all of the injury/illness case types for a given site over a specified period of time. You may indicate a specific employee type, which allows you to run reports for a specific directorate/organization or by contractor/contract number.

1. Complete as many fields as possible, making sure to fill in all required fields.

Case Statistics

Period Type: Monthly
 Beginning Period: April 2003
 Ending Period: April 2004
 Site: Kennedy Space Center
 Site Type: All
 Employee Type: All
 Grouping: NASA Level
 Run Report
 Clear
 bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Run Report** button.

3. This report displays in separate viewing window.

Case Statistics Report																							
Report Parameters:												PERIOD : Monthly CATEGORY : All GROUPING : NASA Level											
DATE RANGE		: 2003-Apr To 2004-Apr																					
SITE		: Kennedy Space Center																					
SITE TYPE		: All																					
	Total Cases		Occ Cases		Non-Occ Cases		First Aid Cases		Fatality Cases		Related Incidents		Lost Time Cases		Lost Time		Restricted Cases		Restricted		Hours Worked		Head Count
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Days	Rate	Count	Rate	Days	Rate			
2003(04)-Apr	35	23.50	35	23.50	0	0.00	2	1.34	0	0.00	35	23.50	6	4.03	144	96.68	8	5.37	187	125.55	297878.00	1658	
2003(05)-May	24	17.38	24	17.38	0	0.00	3	2.17	0	0.00	24	17.38	5	3.62	228	165.09	6	4.34	79	57.20	276205.00	1658	
2003(06)-Jun	26	16.37	26	16.37	0	0.00	13	8.19	0	0.00	26	16.37	3	1.89	33	20.78	4	2.52	139	87.53	317619.00	1906	
2003(07)-Jul	22	15.65	22	15.65	0	0.00	3	2.13	0	0.00	22	15.65	4	2.85	130	92.47	3	2.13	99	70.42	281161.00	1906	
2003(08)-Aug	24	17.44	24	17.44	0	0.00	3	2.18	0	0.00	24	17.44	2	1.45	12	8.72	3	2.18	203	147.52	275223.00	1906	
2003(09)-Sep	22	15.00	22	15.00	0	0.00	2	1.36	0	0.00	22	15.00	3	2.04	60	40.90	1	0.68	90	61.35	293422.00	1906	
2003(10)-Oct	21	14.55	21	14.55	0	0.00	2	1.39	0	0.00	21	14.55	2	1.39	17	11.78	2	1.39	13	9.01	288659.00	1850	
2003(11)-Nov	14	12.71	14	12.71	0	0.00	1	0.91	0	0.00	14	12.71	2	1.82	13	11.81	3	2.72	81	73.56	220243.00	1850	
2003(12)-Dec	12	9.60	12	9.60	0	0.00	2	1.60	0	0.00	12	9.60	3	2.40	8	6.40	4	3.20	67	53.60	250000.00	1850	
2004(01)-Jan	13	21,311.48	13	21,311.48	0	0.00	4	6,557.38	0	0.00	13	21,311.48	0	0.00	0	0.00	0	0.00	0	0.00	122.00	122	
2004(02)-Feb	5	0.00	3	0.00	2	0.00	2	0.00	0	0.00	0	0.00	1	0.00	56	0.00	0	0.00	0	0.00	0.00	0	
2004(03)-Mar	21	11,898.02	14	7,932.01	7	3,966.01	1	566.57	1	566.57	7	3,966.01	3	1,699.72	1118,633,427.76	0	0.00	12	6,798.87	353.00	242		
2004(04)-Apr	13	0.00	8	0.00	5	0.00	3	0.00	2	0.00	4	0.00	1	0.00	44	0.00	1	0.00	30	0.00	0.00	0	
GROUP TOTALS	252	20.15	238	19.03	14	1.12	41	3.28	3	0.24	224	23.50	35	2.80	1863	148.99	35	2.80	1000	79.97	2500885.00	1296	
GRAND TOTALS	252	20.15	238	19.03	14	1.12	41	3.28	3	0.24	224	23.50	35	2.80	1863	148.99	35	2.80	1000	79.97	2500885.00	1296	

Notes

Contractor Statistics

This report shows the count and rate for all of the injury/illness case types for contractors at a given site over a specified period of time. You may indicate a specific directorate/organization, contractor/contract number and site type. This allows you to run reports specific to one contractor or directorate.

1. Complete as many fields as possible, making sure to fill in all required fields.

Contractor Statistics

Beginning Period: July 2003

Ending Period: July 2004

Country: United States of America

Site: All

Directorate: All

Organization: All

Contractor: All

Contract: All

Site Type: All

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report displays in separate viewing window.

Injury Illness Contractor Statistics Report

Report Parameters:

Country : United States of America
 Directorate : All
 Contractor : All
 Start Date : 07/01/2003
 Site Type : All

Site : Carlene's Site
 Organization : All
 Contract : All
 End Date : 07/31/2004

	Total Cases		Occ Cases		Non-Occ Cases		First Aid Cases		Fatality Cases		Related Incidents		Lost Time Cases		Lost Time Days		Restricted Cases		Restricted Days		Hours Worked	Avg Employees
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Days	Rate	Count	Rate	Days	Rate		
Responsible Org :																						
ORG. GROUP TOTALS																						
GRAND TOTALS																						

Rate = (Case count * 200000) / Hours Worked

Page 1 of 1

BUSINESS SENSITIVE
 Powered by EHS Technologies

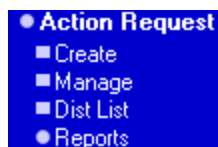
Report Printed On 07/11/2004

Exploring the Action Request Module

- **Creating a General Action Request**
- **Assigning Employees to an AR**
- **Managing Action Requests**
- **Creating Distribution Lists**
- **Running Action Request Reports**

The Action Request Management Module enables you to assign, track, and report on tasks throughout your organization. You can assign general tasks, such as requesting that new safety procedures be posted at workstations. You can also assign tasks that are related to a specific injury/illness or safety incident, such as requesting an update on an investigation. Using automated eMail, you can send notification of hazards, unsafe conditions, and regulatory requirements. This feature will help you improve the effectiveness of your communications, increase accountability and task follow-through.

The following options display in the Action Request Menu:



Creating a General Action Request

To create a new Action Request (AR), you first go to the main menu and select the **Action Request** menu. From the **Action Request** drop-down menu, select the **Create** feature. The Create Action Request tab displays.

This screen allows you to assign an action request to one or more recipients. The recipients receive an eMail notifying them of your action request. You may also attach any documents that might be necessary or helpful to complete the task.

1. Complete all required fields shown in blue.

2. Attach any documents that may be relevant to the AR. They will be sent along with the eMail notification

See ASSIGNING EMPLOYEES TO AN AR starting on page 88 for information on using these buttons.

The **Notify Only** button allows you to send the AR information without creating an actual AR that is tracked by the system.

3. Click the **Create AR** button to create and send the AR.

4. A pop-up box verifies that your AR was created. Click **OK**.

Create AR

AR Details:

AR Type: General Issues

Country: United States of America

Site: Kennedy Space Center

Directorate: AE

Responsible Org: AE - Executive Staff

Is this AR private (Between Sender and Recipient Only)? No

Does this AR contain Private Medical Information? No

Sch.Comp.Date: 4/29/2004

AR Assigned To: VanBenthuyssen, Shelly
Wallenius, Laura N

AR Title: New safety procedures

Action To Take: Please review updates to safety procedures and implement in your departments.

eMail Subject: Ex3® EHS Data Management System - Generic AR No: (assigned after AR is created)

eMail Text: An AR has been assigned to you in the Ex3® EHS Data Management System

Buttons: Add From List, Add Employee, Delete All, Delete Employee, Cancel, Notify Only, Create AR

Add Attachments

File Name: test1.doc

Attached Files: test1.doc

bold labels indicate required field - All date formats: (m/d/yyyy)

Microsoft Internet Explorer

Primary AR G-2003-225-002 created successfully. AR owners have been notified by eMail.

OK

Creating an Incident Specific Action Request

Action requests that are directly related to an injury/illness or a safety incident are created within those modules. To create a new AR simply open the incident and click on the **Action Request** tab. An AR screen similar to the one below will display. Click **New AR**. A Create AR screen will display. Follow the steps on the previous page to complete the Create AR screen.

Employee | **Action Request** | Attachments | Restrictions | Job Placement

Case No.: 2003-265-00003 **Injury Detail Date:** 09/22/2003
Employee: VanBenthuyssen, Shelly A
Case Type: Occ - OSHA Record - Other **Site/Campus:** Arizona - World Wide Headquarter of EX3/Tempe

List Of ARs:

AR Number	Sch. Comp. Date	Status	AR Assigned To
I-2003-270-001-P	10/11/2003	In Progress	Wallenius, Laura

AR Details:

AR Number: I-2003-270-001-P **AR Status:** In Progress

AR Assigned To: Wallenius, Laura
AR Assigned By: VanBenthuyssen, Shelly A
Parent Case #: 2003-265-00003

AR Type: Supervisor Notification of Injury / Illness
Country: United States of America
Site: Arizona - World Wide Headquarter of EX3
Directorate: A
Organization: AA - Center Director

Sch. Comp. Date: 10/11/2003 **Actual. Comp. Date:**

Is this AR private (Between Sender and Recipient Only)? No
Does this AR contain Private Medical Information? No

AR Title: Slippery Stairs
Action To Take: Please inspect stairs for loose non-skid tiles. Replace all worn or loose tiles.

Action Taken:

Once an AR is created for an incident it will display in the List of ARs field.

To create a new AR for this case, click the **New AR** button. The screen will black out and the Create AR screen will display.

Notes

Assigning Employees to an AR

The “AR Assigned To” field on the Create AR screen can be filled with one or more employees. Use the buttons to the right of this field to add or delete as many employees as necessary.



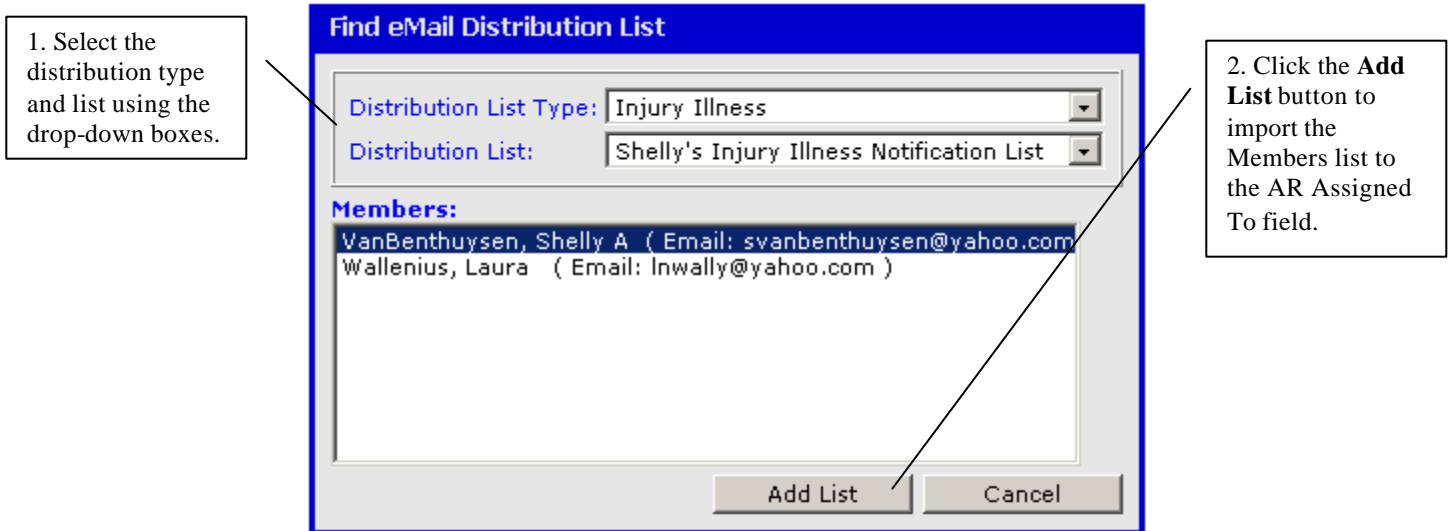
AR Assigned To: (valid emails only) VanBenthuyzen, Shelly A

Add From List
Add Employee
Delete All
Delete Employee

Add from List Button

Use this button to assign a set list of employees. The screen below displays in a separate pop-up box when you click the **Add from List** button. If you can't find an appropriate list, you may create one using the Distribution List function within the Action Request module.

For more information on creating distribution lists see CREATING DISTRIBUTION LISTS beginning page 95.



Find eMail Distribution List

Distribution List Type: Injury Illness
Distribution List: Shelly's Injury Illness Notification List

Members:
VanBenthuyzen, Shelly A (Email: svanbenthuyzen@yahoo.com)
Wallenius, Laura (Email: lnwally@yahoo.com)

Add List Cancel

1. Select the distribution type and list using the drop-down boxes.

2. Click the **Add List** button to import the Members list to the AR Assigned To field.

Notes

Assigning Employees to an AR, cont'd.

Add Employee Button

Use this button if you require only one employee or if you need to select employees that are not part of a distribution list. The Find Employee screen displays in a separate pop-up box when you click the **Add Employee** button.

1. Complete at least one search criteria field. Then click the **Search** button.

2. All employees that match your search display in the Matching Records field. Highlight the correct employee and click the **Add** button.

3. Click the **Clear** button to clear the search criteria fields. Repeat steps 1 and 2 until all employees needed have been selected.

4. When the Selected List field contains all needed employees click the **Select** button. Your selections will be imported to the AR Assigned to field.

Name	Phone Number	Site	Organization
Admin, Kirkpatrick	n/a	Kennedy Space C	n/a
Admin, Lewandowski	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Thorn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Winn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
AdminEX3, Test	n/a	Kennedy Space C	n/a

Name	Phone Number	Site	Organization
AdminEX3, Test	n/a	Kennedy Space C	n/a

Notes

Managing Action Requests

The Manage Action Request feature, allows you to view and update any Action Requests that have been assigned to you or that you have assigned to others. You can send notices out when requests are overdue, distribute ARs to others, and re-assign ARs that have been assigned in error from this screen. This allows you to track and manage an AR from start to finish.

Highlight an AR on the list to view its details below.

Click the Parent Case # link to open the incident record associated with this AR.

Filter the List of ARs list based on your needs. See page 91 for information on the **Search ARs** button.

Save any changes made to this screen before exiting.

Manage ARs

List of ARs:

AR Number	Sch. Comp. Date	Status	AR Assigned To
I-2003-279-001-P	10/20/2003	In Progress	VanBenthuyssen, Shelly A
I-2003-279-001-D	10/20/2003	In Progress	VanBenthuyssen, Shelly A
G-2003-286-001-P	10/27/2003	In Progress	Administrator, System Ex3
G-2003-288-001-P	10/29/2003	In Progress	~~'0123456789~~'0123456789~
G-2003-288-002-P	10/29/2003	In Progress	~~'0123456789~~'0123456789~
G-2003-295-001-P	11/05/2003	In Progress	Wallenius, Laura
S-2003-295-001-P	11/05/2003	In Progress	Wallenius, Laura

AR Details:

AR Number: **S-2003-295-001-P** AR Status: In Progress

AR Assigned To: Wallenius, Laura

AR Assigned By: Administrator, System Ex3

Parent Case #: [2003-289-00001](#)

AR Type: First Alert

Country: United States of America

Site: Johnson Space Center

Directorate: <<Select Directorate>>

Organization: <<Select Organization>>

Sch. Comp. Date: 11/05/2003 Actual Comp. Date:

Is this AR private (Between Sender and Recipient Only)? No

Does this AR contain Private Medical Information? No

AR Title:

Action To Take:

Action Taken:

Delete AR Distribute Save

Send Overdue Msg Re Assign

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Managing Action Requests, cont'd.

Search AR Button

When you select **Manage** from the Action Request menu, the system will automatically bring up all ARs assigned by you or to you. You may modify this list of ARs by clicking the **Search AR** button. A search criteria screen like the one below will display in a separate window.

The screenshot shows a dialog box titled "Search Criteria for ARs" with the following fields and callouts:

- Callout 1:** "1. Complete as many of the criteria fields as you need." points to the selection fields: AR Super Types, AR Types, Country, Site, Directorate, and Organization.
- Callout 2:** "2. Select a sort order to arrange the search results, as you need them." points to the "Sort Order" field.
- Callout 3:** "3. Click the **Filter AR** button. The List of ARs field will change based on your search criteria." points to the "Filter AR" button.

The dialog box contains the following fields:

- AR Super Types: <<Select AR Super Type>>
- AR Types: <<Select AR Type>>
- Country: <<Select Country>>
- Site: <<Select Site>>
- Directorate: <<Select Directorate>>
- Organization: <<Select Organization>>
- Sched. Comp Date: From 3/31/2004 To 4/30/2004
- AR Status: Open
- AR General Type: Primary & Distributed ARs
- AR Ownership Type: My ARs (ARs Assigned To Me)
- Sort Order: Sched. Comp. Date Ascending
- Buttons: Filter AR, Cancel

Notes

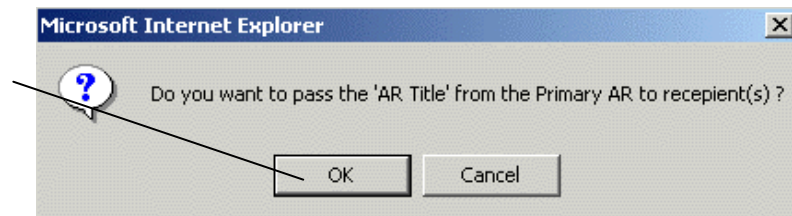
Managing Action Requests, cont'd.

Distribute Button

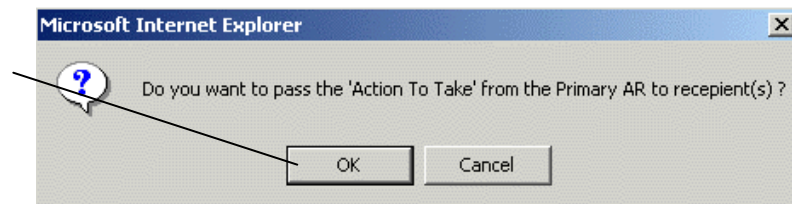
In certain cases an Action Request might be assigned to one employee and then distributed to others. For example a manager may receive notification of an unsafe stairwell in his building. Since he does not actually perform maintenance, he would then distribute this action request to one of his subordinates for completion.

You may distribute an AR using the Manage ARs screen within the Action Request module or from the Action Request tab within an injury/illness or safety incident. Whichever method you select, the process for distributing an AR is the same. Click the **Distribute** button at the bottom of the screen. A series of pop-up boxes display.

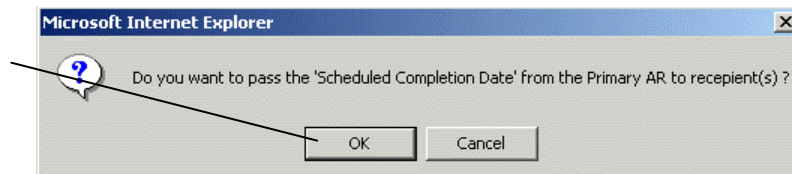
1. Click **OK** if you would like to use the same "AR Title".



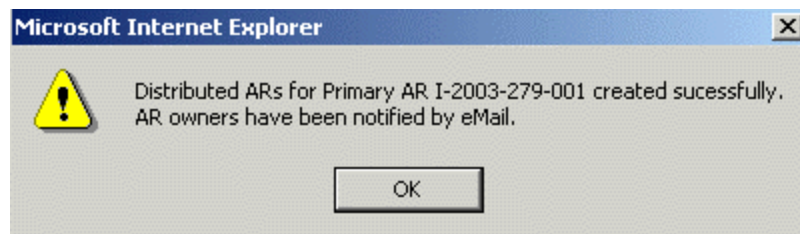
2. Click **OK** if you would like to use the same "Action To Take" information.



3. Click **OK** if you would like to use the same "Scheduled Completion Date".



The Create AR screen displays after the third pop-up box. Select the employee(s) you want to distribute the AR to and modify any fields to fit your needs. Click the **Create AR** button. A verification pop-up displays. Click **OK** to return to the Manage AR screen.

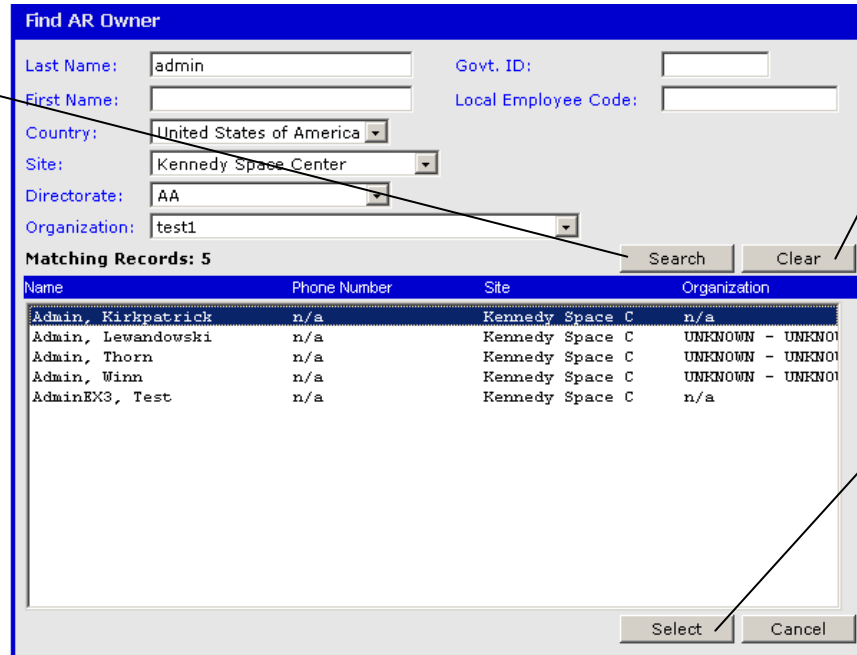


Managing Action Requests, cont'd.

Re-Assign Button

In some cases action requests may have been assigned incorrectly. Re-assigning an AR is simple. Locate the needed action request either through the Manage AR screen or from within an incident. Click the **Re-Assign** button. A screen similar to the one below displays in a separate window.

1. Complete at least one search criteria field. Click the **Search** button.



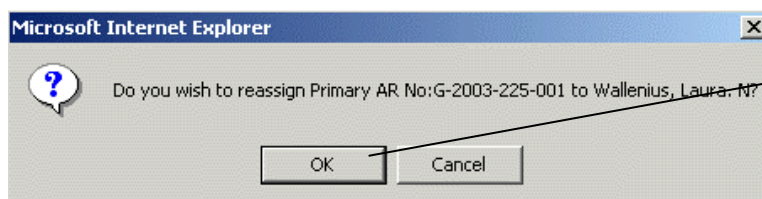
The 'Find AR Owner' dialog box contains search criteria fields: Last Name (admin), First Name, Country (United States of America), Site (Kennedy Space Center), Directorate (AA), and Organization (test1). It also has Govt. ID and Local Employee Code fields. Search and Clear buttons are at the bottom right. Below the fields is a table of matching records.

Name	Phone Number	Site	Organization
Admin, Kirkpatrick	n/a	Kennedy Space C	n/a
Admin, Lewandowski	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Thorn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Winn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
AdminEX3, Test	n/a	Kennedy Space C	n/a

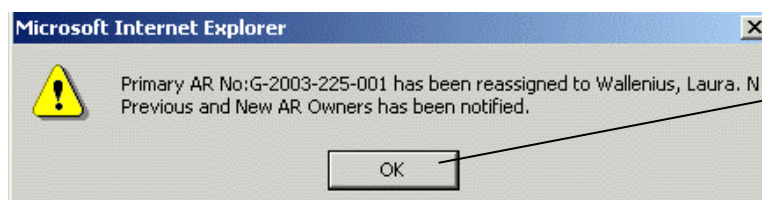
Select and Cancel buttons are at the bottom right of the table.

2. If the employee you need does not display in the Matching Records field, click the **Clear** button. Repeat step 1 with new data.

3. Highlight the employee you want to make the new owner of the AR and click the **Select** button.



4. A verification pop-up displays. Click **OK** if you want to reassign this AR.



5. A pop-up displays stating the AR has been reassigned. Click **OK**. You'll return to the Manage AR screen.

Notes

Managing Action Requests, cont'd.

Send Overdue Msg button

Once an AR has been assigned a scheduled completion date, you may remind AR owners when an AR you assigned them is overdue. Simply locate the AR you need, either through the Manage AR screen or from within an incident record. Click on the **Send Overdue Msg** button at the bottom of the screen. If the **Send Overdue Msg** button is grayed out, then the AR is not yet overdue.

1. Locate the overdue AR.

2. Click the **Send Overdue Msg** button.

3. A pop-up displays asking if you want to send an overdue message. Click the **OK** button.

4. A pop-up displays stating the message was sent. Click the **OK** button.

Manage ARs

List of ARs:

AR Number	Sch. Comp. Date	Status	AR Assigned To
G-2003-259-001-P	09/30/2003	In Progress	Administrator, System Ex3
G-2003-268-001-P	10/09/2003	In Progress	Callahan, Patrick
G-2003-268-002-P	10/09/2003	In Progress	Administrator, System Ex3
G-2003-268-002-D	10/09/2003	In Progress	Administrator, System Ex3
G-2003-268-002-D	10/09/2003	In Progress	Smith, Bill
G-2003-273-001-P	10/14/2003	In Progress	VanBenthuyssen, Shelly A
G-2003-273-002-P	10/14/2003	In Progress	Wallenius, Laura

AR Details:

AR Number: G-2003-273-001-P **AR Status:** In Progress

AR Assigned To: VanBenthuyssen, Shelly A

AR Assigned By: Administrator, System Ex3

Parent Case #: n/a

AR Type: General Issues

Country: United States of America

Site: Arizona - World Wide Headquarter of EX3

Directorate: A

Organization: AA - Center Director

Sch. Comp. Date: 10/14/2003 **Actual Comp. Date:**

Is this AR private (Between Sender and Recipient Only)? No

Does this AR contain Private Medical Information? No

AR Title: New Safety Procedure

Action To Take: Please review updates to safety procedures.

Action Taken:

Buttons: Delete AR, Distribute, Save, Send Overdue Msg, Re Assign

Microsoft Internet Explorer

Do you wish to send overdue AR notification to VanBenthuyssen, Shelly A for Distributed AR No:G-2003-268-002?

Buttons: OK, Cancel

Microsoft Internet Explorer

AR overdue message sent to VanBenthuyssen, Shelly A

Buttons: OK

Creating Distribution Lists

The Distribution feature allows you to create distribution lists for use when sending out Action Requests. This is a helpful feature if you send out eMails to a set group of people when incidents occur. These lists can be made public, so other system users can use them or private depending on your public use selections.

1. Highlight **<Add New List>** or click the **New** button.

2. Complete all of the Distribution List Details fields and click **Save**.

3. Highlight your newly created distribution list and click the **Add** button

Distribution List

Search Distribution Lists By:
Distribution List Type:

Distribution Lists:
 < Add New List >
 My General List (Owner:Das, Anirban) - *Public Edit On
 Shelly's General List (Owner:Administrator, System Ex3)
 This is a test (Owner:Administrator, System Ex3)
 This is a test for the emergency broadcast system. (Owner:Dawson, Carlene Jane) - *Public Edit On

Distribution List Details:
 Distribution List Type:
 Distribution List Name:
 Public Use Option: Public Edit Option:
 Delete Copy New Save

Distribution List Members:
 VanBenthuyssen, Shelly A (eMail:
 Wallenius, Laura. N (eMail:
 Wallenius, Laura. N (eMail: n/a)

Delete Add

bold labels indicate required field - All date formats:(m/d/yyyy)

4. A find employee screen displays. Locate all of the employees you need for your list. Click the **Select** button to import those names into your distribution list.

Find Employee

Last Name: Govt. ID (SSN):
 First Name: Local Employee Code:
 Country:
 Site:
 Directorate:
 Organization:

Matching Records: 1 Search Clear

Name	Phone Number	Site	Organization
VanBenthuyssen, Shelly A	n/a	Arizona - World	EX3 Corporate

Add Remove

Selected List

Name	Phone Number	Site	Organization
VanBenthuyssen, Shelly A	n/a	Arizona - World	EX3 Corporate

Select Cancel

Running Action Request Reports

Once action request data has been entered into the system, it can be used to create various reports. The process for running reports is essentially the same for all reports. First select the report you want to run from the Action Request main menu. A Find Report tab will display. Fill in all the information you want to use as your report criteria and click the **Run Report** button.



All reports display in a separate viewer window. If this is the first time you have used the report function on this computer, see RUNNING INJURY/ILLNESS REPORTS beginning on page 66 for more information.

Notes

Action Request Reports

On the following pages you will find explanations and examples of the various reports available in the Action Request module.

Action Request Review Report

The review report shows action requests broken down by owner for a specified period. This report also shows whether the ARs are open or closed, whether they are overdue and by how many days. You may sort ARs by super type, AR type, country, site and organization.

1. Complete as many search criteria fields as you need. Remember to complete all required fields shown in bold blue.

AR Review

Review Criteria
AR Super Types: Generic
AR Types: General Issues
Country: United States of America
Site: Kennedy Space Center
Directorate: <<Select Directorate>>
Organization: <<Select Organization>>
Sched. Comp Date: From 12/31/2003 To 02/27/2004
Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report displays.

AR REVIEW REPORT

Report Parameters:
Sched. Comp From Date: 12/31/2003
AR Super Types: Generic
Country: United States of America
Organization: All
Directorate: All
Sched. Comp To: 02/27/2004
AR Types: General Issues
Site: Kennedy Space Center

AR Owner	All	Closed	Open	Overdue	Days Held	Next AR Due Date
AUTHORITY, TST	1	0	1	0	14	02/15/2004
Totals:	1	0	1	0	Avg : 14.00	

Page 1 of 1
JANUSSEN SYSTEMS
Powered by EO Technology
Report File: 02/27/2004

Notes

Action Request Reports, cont'd.

Tracking Report

The Tracking report, also called the Status Report, gives AR details for all ARs that meet your specified search criteria.

1. Complete as many search criteria fields as you need. Remember to complete all required fields shown in bold blue.

AR Tracking

AR Date From: 12/31/2003 **AR Date To:** 1/30/2004

AR Number:

Country: United States of America

Site: Johnson Space Center

Directorate: AA

Organization: AA-A - Deputy Director

AR Super Type: Generic

AR Type: General Issues

AR Status: Open

AR General Type: All

AR OwnerShip Status: My ARs

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the Run Report button.

AR STATUS REPORT

Report Parameters:

DATE RANGE: 1 Between Date: 7/1/2003 and End Date: 1/30/2004

AR STATUS: 1 All Records to Date

AR TYPE: 1 AR SuperType Generic and All AR Subtypes

AR NUMBERS: 1 All AR Numbers

CLASSIFICATION: 1 Structures - World Wide Headquarters of EOC and Organizations AA - Center Director

AR Number	Status	AR Super Type	AR Type	Scheduled Comp Date	Owner Name	Site Name	Org Name
0-240-025-061	In Progress	Primary	General Issues	06/27/2003	Valencia, Luis F	Adverse - World Wide Headquarters of EOC	AA - Center Director
AR Name:	Adverse, System EO						
Detail AR Text:	Adverse - World Wide Headquarters of EOC						
Deleted AR Text:	Adverse - World Wide Headquarters of EOC						
Action Taken:	Adverse - World Wide Headquarters of EOC						
0-240-025-062	In Progress	Primary	General Issues	06/27/2003	Valencia, Luis F	Adverse - World Wide Headquarters of EOC	AA - Center Director
AR Name:	Adverse, System EO						
Detail AR Text:	Adverse - World Wide Headquarters of EOC						
Deleted AR Text:	Adverse - World Wide Headquarters of EOC						
Action Taken:	Adverse - World Wide Headquarters of EOC						

Page 1 of 1

DISCLAIMER: INFORMATION IS UNCLASSIFIED

Search By and On: All

3. This report displays.

Notes

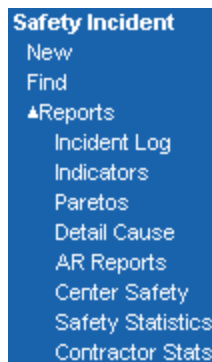
Exploring the Safety Incident Module

- **Finding an Incident Record**
- **Creating a New Incident**
- **Completing an Incident Record**
- **Running Safety Reports**

The Safety Incident Module tracks data related to various safety incident types. You can use this module to associate safety incidents with people, work environments, equipment and other investigation data to support your root cause analysis. The dynamic reporting capabilities provide instantaneous graphics, reports, indicators, and paretos to support your Safety Team's efforts for an "Injury-Free" workplace.

The Safety Incident Module helps you "close the door" on safety incidents before they have a chance to become a runaway problem. It also gives you the ability, through effective reporting and analysis, to support proactive responses to safety concerns.

The following options display on the Safety Incident menu:



Finding an Incident Record

Once an incident record has been created, you may locate it using the Find option on the Safety Incident menu. Click **Find** on the Safety menu and a Find Incident screen displays. When you have located the correct incident, you may open it by clicking the **Select** button on the bottom of the screen.

1. Complete at least one search criteria field. Click the **Search** button. A list of possible matches will display in the Matching Records field.

You may search for legacy incidents using the Legacy IRIS Number field.

Use this field to select the tab you wish the record have open first.

2. If the appropriate incident is not listed, click the **Clear** button. Repeat step 1 using new data.

3. Highlight the appropriate incident from the list and click the **Select** button. The selected incident opens.

The screenshot shows the 'Find Incident' window. It contains several search criteria fields: Incident Number, Country (United States of America), Site (Kennedy Space Center), Campus (KSC - Main), General Location, Directorate, Organization, Incident Category (Close Call), Incident Type, Incident Sub Type, Classification, Investigator, Reported Date From (01/30/2004), Incident Date From, Legacy IRIS Number, Reported Date To, and Incident Date To. There are 'Search' and 'Clear' buttons. Below the search fields is a 'Matching Records: 1' section with a table. The table has columns: Incident No, Category, Incident Date, Type, and One-Liner. The first row is highlighted: 2004-030-00001, CC, 01/30/2004, Acts of Nature-Wind, Rain, Snow, Lightning, Earthquake. At the bottom, there is a 'Default Selected Location to:' dropdown menu set to 'General' and a 'Select' button.

Incident No	Category	Incident Date	Type	One-Liner
2004-030-00001	CC	01/30/2004	Acts of Nature-Wind, Rain, Snow, Lightning, Earthquake	

Notes

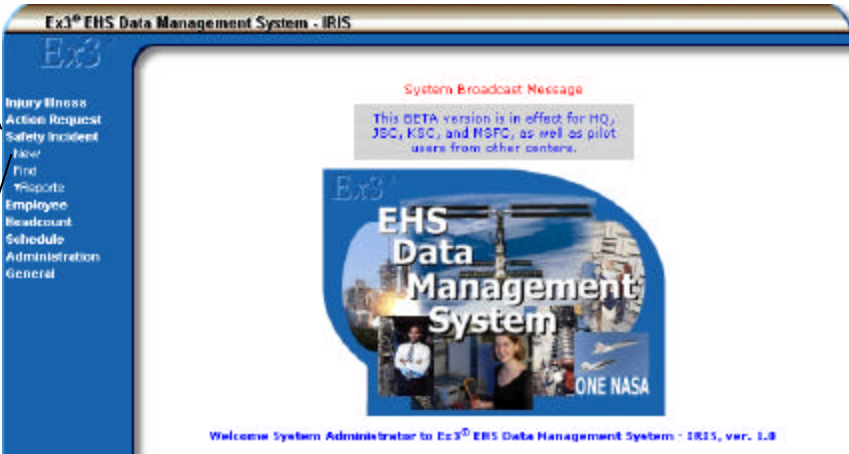
Creating a New Incident Record

When a safety incident occurs, it is important to gather details about the incident as quickly as possible, so you can figure out what happened and prevent it from escalating or occurring again. To do this you must create a new safety incident record

The diagram below outlines how to create a new safety incident record.

1. Click **Safety** on the main menu to open the drop-down menu.

2. Click **New** under the Safety menu. The General tab will display.



Notes

Creating a New Incident, cont'd.

This General screen records all of the basic incident information including a brief description of the incident.

1. Complete as many fields as you can. Fields shown in bold blue are required.

General

Incident Number: < New >

Incident Category: Close Call

Incident Type: Acts of Nature

Incident Sub Type: Earthquake

Classification: Close Call

Status: Open

Report Source: <<Select Report Source>>

Originator: [Text Field] [Clear]

Privacy: No

Incident Date: 4/15/2004 [Time: 20:00]

Reported Date: 4/15/2004 [Time: 20:00]

Location:

Site Type: Onsite

Country: United States of America

Site: Kennedy Space Center

Campus: KSC - Main

General Location: [Text Field] [Clear]

Directorate: <<Select Directorate>>

Organization: <<Select Organization>>

Location: Indoor

Specific Location: [Text Field]

Contractor: <<Select Contractor>>

Contract: <<Select Contract>>

Recorded By: Recorded by

Last Updated: Last Updated

Updated by: Updated by

One Liner: (Do Not Use Names)

Testing one liner

Detailed Description:

Testing detailed description

Save

bold labels indicate required field - All date formats:(m/d/yyyy)

An incident number will be assigned when the record is saved.

2. Click the **Save** button. The screen blinks out and redisplay with tabs visible for other screens.

Notes

Completing an Incident Record

Once you have located or created an incident record, the system displays the Safety Incident tabs. The number and names of the tabs that you have access to depends on your role in the system. All the tabs are outlined in this section.

Lessons Learned	Action Request	Attachments	Mail
Investigators	Property	Vehicle	Details
General	Associations	Investigation Notes	Injury/Illness

The tabs are laid out in a way that allows easy navigation. To move from one tab to another, you simply click the tab. You may not need to fill out every available tab for every incident. However, it is very important to capture as much information as you can on all the tabs that do apply. Remember, these records are only as good as the data they contain. So, a complete record produces better reports and accurate statistics.

Once a tab is open, you may move from one field to another by pressing the **Tab** key on your keyboard or by clicking in each field with the mouse. All the required fields are shown in bold blue. Remember to click the **Save** button, if it is available, before switching to another tab or module to avoid losing data.

Notes

General Tab

After the initial General screen is saved, several tabs display. The General tab is the same as the initial General screen displayed when you click **New** on the Safety Module menu, except that it displays an incident number. You may view, edit or print this screen.

General Associations Investigation Notes Injury/Illness

Incident Number: 2004-106-00003
Incident Category: Close Call
Incident Type: Acts of Nature
Incident Sub Type: Earthquake
Incident Date: 04/15/2004

Incident Category: Close Call
Incident Type: Acts of Nature
Incident Sub Type: Earthquake
Classification: Close Call
Status: Open
Report Source: <<Select Report Source>>
Originator: [Text Field] [Clear]
Privacy: No
Incident Date: 04/15/2004 **Time:** 20:00
Reported Date: 04/15/2004 **Time:** 20:00
Location:
Site Type: Onsite
Country: United States of America
Site: Kennedy Space Center
Campus: KSC - Main
General Location: [Text Field] [Clear]
Directorate: AE
Organization: AE - Executive Staff
Location: Indoor
Specific Location: [Text Field]
Contractor: <<Select Contractor>>
Contract: <<Select Contract>>
Recorded By: Wallenius, Laura N
Last Updated: Wallenius, Laura N
Updated by: 04/15/2004
One Liner: (Do Not Use Names)
Testing one liner
Detailed Description:
Testing detailed description
Print **Delete** **Save**
bold labels indicate required field - All date formats:(m/d/yyyy)

You may print out this screen using the **Print** button.

Remember to click **Save** if you make changes to this screen.

Notes

Associations Tab – Equipment Sub Tab

The Equipment sub-tab allows you to collect details about equipment that contributed to the safety incident. You specify the make and model of the equipment. Once saved, you may view a piece of equipment's details by highlighting it on the List of Equipment.

The Equipment sub-tab records all equipment involved in an incident, regardless of damage. Equipment that has incurred damage is also recorded on the Property tab.

For more information about property damage see the PROPERTY TAB beginning on page 111.

The screenshot shows the 'Associations' tab with the 'Equipment' sub-tab selected. The interface includes a header with incident details, a 'List of Equipment' table, and an 'Equipment Details' form. Five numbered callouts provide instructions: 1. Click the New Button or highlight <New Equipment>. 2. Complete all of the Equipment Details fields. 3. Click Save. The associated equipment will display in the List of Equipment field. 4. Use the Delete button to remove equipment from the List of Equipment. 5. A note at the bottom states: bold labels indicate required field - All date formats: {m/d/yyyy}.

1. Click the **New** Button or highlight **<New Equipment>**.

2. Complete all of the Equipment Details fields.

3. Click **Save**. The associated equipment will display in the List of Equipment field.

4. Use the **Delete** button to remove equipment from the List of Equipment.

bold labels indicate required field - All date formats: {m/d/yyyy}

Incident Information			
Incident Number:	2003-234-00001		
Incident Category:	Close Call		
Incident Type:	Electrical		
Incident Sub Type:	Contact with Electrical Current		
Incident Date:	08/22/2003		

Equipment List			
Classification	-	Make	- Model
<New Equipment>			
Light	-	Gizmo	- Gizmo 2000

Equipment Details	
Make:	Gizmo
Model:	Gizmo 2000
Classification:	Light

New Save Delete

Notes

Associations Tab – Factors

The Factors sub-tab allows you to assign contributing factors for an incident. Possible contributing factors have been predefined and display in the Contributing Factors Available field. Since more than one factor may be involved in an incident, you may assign multiple factors using the “Contributing Factors Available” list.

1. Highlight a factor on the Contributing Factors Available list and click the **Add** button.

2. If you assigned a factor in error or it is no longer necessary, simply highlight it on the Contributing Factors Assigned list and click the **Remove** button.

Contributing Factors Available:

- Electric Comp: Energized Machinery
- Electric Comp: Fuse/substation/bus Panel
- Electric Comp: Power Line/electrical Wiring
- Env/mat Control: Confined Spaces
- Env/mat Control: General Air Contamination
- Env/mat Control: Skin Exposure To Materials
- Machinery: Machine Welders
- Machinery: Metal Grinding/finishing
- Machinery: Metal Shaping/forming/assembly
- Machinery: Non-metal Grinding/finishing
- Machinery: Non-metal Shaping/forming/assembly
- Manual Arc & Gas Wlder,cutter,or Brazer

Contributing Factors Assigned:

- Electric Comp: Energized Machinery

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Investigation Notes Tab

The Investigation Notes tab allows investigators to create a log of investigation notes. Once a note has been added it may not be deleted. Notes may be edited after they have been saved but only by the person who created the note.

The screenshot shows the 'Investigation Notes' tab in a software application. It features a header with tabs for 'General', 'Associations', 'Investigation Notes', and 'Injury/Illness'. The main content area is divided into several sections:

- Incident Information:** A box containing fields for Incident Number (2003-296-00003), Incident Category (Hazard), Incident Type (Leaks, spills, releases or contaminations), Incident Sub Type (Chemical), and Incident Date (10/23/2003).
- List of Investigation Notes:** A table with columns for 'Investigation Notes', 'Modified by', and 'Modified Date'. It lists two existing notes and a '<New Note>' entry.
- Investigation Notes Details:** A section with a 'Notes:' label and a text area containing the text: 'Slime on floor is from a chemical that is no longer used in this facility.'
- Buttons:** At the bottom right, there are three buttons: 'New', 'Save', and 'Save Final'.

Three numbered callouts provide instructions on how to use the interface:

1. Click the **New** button or highlight **<New Note>**.
2. Type your note and click **Save**.
3. Use the **Save Final** button when an investigation note is complete. The note cannot be edited once **Save Final** is used.

bold labels indicate required field - All date formats: (m/d/yyyy)

Notes

Injury/Illness Tab

The Injury/Illness tab allows you to associate injury/illness records with the safety incident. For example, a leaking chemical container might result in an employee falling. Using this tab you may attach that employee's injury record to the safety incident, in order to create a more complete record.

1. Click the **Find Case** button. A Find Case screen displays.

GeneralAssociationsInvestigation NotesInjury/Illness

Incident Number: 2004-194-00001
Incident Category: Close Call
Incident Type: Acts of Nature
Incident Sub Type: Earthquake
Incident Date: 07/12/2004

Related Injury/Illness Records:

Case No.	Injury Date	Name	Installation	Case Type
2004-193-00003	07/11/2004	VanBenthuyssen, Shell	Johnson Space Cen	Occ - First Aid

Injury/Illness Record Details:

Case No.: 2004-193-00003
Injury/Illness: Injury
Last Name: VanBenthuyssen

Case Type: Occ - First Aid
Injury/Illness Type: ABRASION
First Name: Shelly

Employee Statement:
I fell from the back of a moving truck and sustained severe abrasions to my hands, arms and face.

Find CaseDelete

Use the **Delete** button to remove any unwanted records.

Notes

Injury/Illness Tab, cont'd.

Find Case button

When you click the **Find Case** button a Find Case screen displays. Use this screen to locate the appropriate injury/illness record to attach to the incident. Once the record is selected it will display in the Related Injury/Illness Record field.

Find Case

Search Case Criteria Screen

Last Name: Govt.ID:

First Name: Local Employee Code:

Case No:

Country:

Site:

Campus:

General Location:

Directorate:

Organization:

Body Part Group:

Body Part:

Case Type:

Status:

Injury/Illness:

Injury/Illness Type:

Date of Visit From:

Injury/Illness Date From:

Matching Records: 9

Case No.	Injury Date	Name	Campus	Case Type	Body Part
2004-097-00001	04/05/2004	VanBenthuyssen, Shell	JSC -	Occ - OSHA	Knee (L)
2004-138-00002	05/17/2004	VanBenthuyssen, Shell	Cape	Occ - OSHA	Finger(s) (Gene
2004-154-00001	05/19/2004	VanBenthuyssen, Shell	Kenne	Occ - Fir	n/a
2004-191-00001	07/09/2004	VanBenthuyssen, Shell	ARC -	Non-Occ -	n/a
2004-191-00002	07/09/2004	VanBenthuyssen, Shell	ARC -	Non-Occ -	n/a
2004-191-00004	07/09/2004	VanBenthuyssen, Shell	Ellin	Occ - OSHA	n/a
2004-193-00002	07/11/2004	VanBenthuyssen, Shell	JSC -	Occ - Fir	n/a
2004-193-00003	07/11/2004	VanBenthuyssen, Shell	JSC -	Occ - Fir	n/a
*2004-097-00003	04/05/2004	VanBenthuyssen, Shell	Kenne	Occ - Fir	Finger(s) left

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Complete at least one search criteria field and click the **Search** button.

3. Highlight the appropriate record and click the **Select** button.

Notes

Investigators Tab

The Investigators tab allows you to record investigator information such as investigation type and report type. You may also assign a primary investigator as well as list all other investigators involved with the incident investigation.

1. Complete as many data entry fields as you can.

Investigators | Property | Vehicle | Details

Incident Number: 2003-234-00001
Incident Category: Close Call
Incident Type: Electrical
Incident Sub Type: Contact with Electrical Current
Incident Date: 08/22/2003

Investigation Details:
Government Investigation Type: Government Investigation
Contractor Investigation Type: <<Select Contractor Investigation Type>>
Report Type: Not Reportable
Headquarters Notified: No

Investigators:
Primary NASA Investigator: VanBenthuyssen, Shelly A
Other Investigators:

Save

bold labels indicate required field - All date formats: (m/d/yyyy)

2. Click the **Save** button.

Notes

Property Tab

Often a safety incident will incur damage to property. The Property tab allows you to list all property affected by the incident as well as any related costs.

The screenshot shows the 'Property' tab in a software application. At the top are four tabs: 'Investigators', 'Property' (selected), 'Vehicle', and 'Details'. Below the tabs, incident information is displayed: Incident Number: 2003-234-00001, Incident Category: Close Call, Incident Type: Electrical, Incident Sub Type: Contact with Electrical Current, and Incident Date: 08/22/2003. A 'List of Property Affected' table follows, with columns for Class, Description, ID Number, and Damage Cost. The first row is highlighted in blue and contains the text '<New Property Incident>' and 'Unexpected damage due to tes - Microscope shorted o - -'. Below the table is the 'Property Details' section, which includes fields for Class (a dropdown menu showing 'Unexpected damage due to test failure'), Description (a text box with 'Microscope shorted out'), ID Number (a text box), Estimate (a dropdown menu showing 'Less than \$10,000'), and Damage Cost (a text box). There is also a 'Details' section with a large text area and a 'Remarks' section with another large text area. At the bottom right are three buttons: 'New', 'Save', and 'Delete'. A footer note states: 'bold labels indicate required field - All date formats: {m/d/yyyy}'.

1. Click the **New** button or highlight **<New Property Incident>**.

2. Complete as many data entry fields as you can remember to complete all required fields shown in bold blue.

3. Click the **Save** button. The property will display in the List of Property Affected field.

Notes

Vehicle Tab

In some cases, a safety incident will cause damage to a vehicle. The Vehicle tab allows you to list any vehicles affected by the incident as well as any related costs.

1. Click the **New** button or highlight **<New Vehicle Incident>**.

2. Complete as many fields as you can remembering to complete all required fields shown in bold blue.

3. Click the **Save** button. The vehicle will display in the List of Vehicles Affected field.

The screenshot shows a web application interface with four tabs: 'Investigators', 'Property', 'Vehicle' (selected), and 'Details'. The 'Vehicle' tab contains the following sections:

- Incident Information:**
 - Incident Number:** 2003-234-00001
 - Incident Category:** Close Call
 - Incident Type:** Electrical
 - Incident Sub Type:** Contact with Electrical Current
 - Incident Date:** 08/22/2003
- List of Vehicles Affected:**
 - Details - Damage Cost
 - <New Vehicle Incident>
- Vehicle Details:**
 - Class:** Automobile (Car)
 - Description:** KIA Sedona
 - ID Number:**
 - Estimate:** Less than \$10,000
 - Damage Cost:** 2784.50
 - Details:** Rear hatch damaged in parking lot.
 - Remarks:** Owner seeking additional estimate.
- Buttons:** New, Save, Delete
- Footer:** bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Details Tab – Factors

The Details tab contains two sub-tabs that collect a variety of information. The Factors sub-tab records important contacts for the incident, the incident's severity and probability of recurrence as well as categorizations for the incident such as close call, false alarm, and injury.

One or more Indicator drop-downs may be grayed out upon opening this tab. This occurs if, for example, property damage is recorded using the Property tab. When the Details tab is opened the Property Damage Indicator drop-down is defaulted to "Yes" and cannot be changed unless the property damage record is deleted. This also applies to the Vehicle Damage Indicator and the Injury Involved drop-downs.

The screenshot shows the 'Details' tab with the 'Factors' sub-tab selected. The form contains the following sections:

- Incident Information:** Incident Number: 2003-234-00001, Incident Category: Close Call, Incident Type: Electrical, Incident Sub Type: Contact with Electrical Current, Incident Date: 08/22/2003.
- Contacts:** Originator: VanBenthuyssen, Shelly A, Key Contact: Administrator, System Ex3, Organization Manager: Wallenius, Laura. N, Safety Manager: (empty).
- Factors:** Primary Root Cause: Electric Comp: Power Line/electrical Wiring, Actual Severity: Class III Marginal, Probability: Occasional, RAC: 8.
- Indicators:** A list of 14 indicators with corresponding 'No' buttons: Close Call Indicator, False Alarm Indicator, Construction Indicator, Injury Involved, Mission Affected, Test Failure, Property Damage Indicator, Vehicle Damage Indicator, Serious Damage to Aircraft or Space Hardware, Serious Damage to Flight or Ground Support Hardware, Unexpected Damage Due to Test Failure, Affected Primary Objective(s) of Mission, Significant Program Impact, High Visibility (internal or external to NASA).
- Save button:** Located at the bottom right of the form.

Annotations:

- 1. Complete as many data fields as you can.
- Use the look up buttons to locate contacts.
- 2. Click the Save button.

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Lessons Learned Tab

The Lessons Learned tab records the final outcome of the incident investigation. You may add to the lesson learned text as often as you need.

1. Complete all of the data fields.

2. Click the **Save** button.

Lessons Learned | Action Request | Attachments | Mail

Incident Number: 2003-234-00001
Incident Category: Close Call
Incident Type: Electrical
Incident Sub Type: Contact with Electrical Current
Incident Date: 08/22/2003

Lesson Learned Date: 08/25/2003

Lesson Learned Text:
Check all equipment for frayed or damaged cords before using. (TEST)

Save

bold labels indicate required field - All date formats:(m/d/yyyy)

Notes

Action Request Tab

When managing an incident, you may need to delegate some incident-related tasks to other employees or to provide specific information so you can complete your tasks. You can use the Action Request tab to make those requests.

For more information on creating action requests see Creating an Incident Specific Action Request beginning on page 81.

Keep track of the progress of all action requests for this incident.

New AR allows you to create and assign a new Action Request.

Lessons Learned | **Action Request** | Attachments | Mail

Incident Number: 2003-289-00001
Incident Category: Close Call
Incident Type: Electrical
Incident Sub Type: Contact with Electrical Current
Incident Date: 10/15/2003

List Of ARs:

AR Number	Sch. Comp. Date	Status	AR Assigned To
S-2003-294-001-P	11/04/2003	In Progress	VanBenthuyssen, Shelly A
S-2003-295-001-P	11/05/2003	In Progress	Wallenius, Laura

AR Details:

AR Number: S-2003-294-001-P **AR Status:** In Progress

AR Assigned To: VanBenthuyssen, Shelly A
AR Assigned By: Wallenius, Laura
Parent Case #: [2003-289-00001](#)

AR Type: First Alert
Country: United States of America
Site: Ames Research Center
Directorate: EX
Organization: EX - Advanced Development Office

Sch. Comp. Date: 11/04/2003 **Actual. Comp. Date:**

Is this AR private (Between Sender and Recipient Only)? No
Does this AR contain Private Medical Information? No

AR Title: AR Title
Action To Take: Action
Action Taken: action taken, action taken

New AR Distribute Save
Delete AR Send Overdue Msg Re Assign

Notes

Attachments Tab

The Attachments Tab allows you to attach electronic or scanned documents directly to the record. For example, if you have an invoice, photo, audio file of a doctor's comments, or even video documentation, you can attach copies of them to this file for future reference. Thus eliminating files, overflowing with backup paper documentation.

If the document you want to attach contains sensitive information select "Yes" in the "Apply Privacy Act?" field before you save the document. This limits access to this document to medical personnel.

The screenshot shows the 'Attachments' tab in a software interface. At the top are tabs for 'Lessons Learned', 'Action Request', 'Attachments', and 'Mail'. Below these, incident details are listed: Incident Number (2004-194-00001), Incident Category (Close Call), Incident Type (Acts of Nature), Incident Sub Type (Earthquake), and Incident Date (07/12/2004). A table lists existing attachments with columns for Type, Document Description, Privacy Act, Last Updated, and Action. One attachment, 'Security Matrix.doc', is listed with 'Yes' for Privacy Act and a timestamp of 7/12/2004 7:17:26 AM. Below the table is the 'Insert New Document' section, which includes fields for File, Description, and a dropdown for 'Apply Privacy Act?' (currently set to 'No'). A 'Browse...' button is next to the File field. A large text block provides a legal disclaimer about unauthorized disclosure of sensitive information. A 'Save' button is at the bottom right. Five callout boxes provide instructions: 1. Click the 'Browse' button. 2. The system defaults to the file's name as the description. 3. Use the action icons to manipulate the attached document. 4. Click the 'Save' button. 5. The file displays in the document list above.

1. Click the **Browse** button. Select a file using the "Choose File" window that displays.

2. The system defaults to the file's name as the description. You may use any name you would like.

Use the action icons to manipulate the attached document.

2. Click the **Save** button. The file displays in the document list above.

Notes

Mail Tab

The Mail tab allows you to notify employees through eMail that an incident has occurred. The notification eMail contains the incident number as well as an incident date and description. The sender of the eMail receives a copy of the eMail.

The screenshot shows the 'Mail' tab in a software application. At the top, there are tabs for 'Lessons Learned', 'Action Request', 'Attachments', and 'Mail'. The 'Mail' tab is active. Below the tabs, there is a form for creating an email notification. The form includes fields for 'Incident Number', 'Incident Category', 'Incident Type', 'Incident Sub Type', and 'Incident Date'. Below these fields is a text area for 'eMail To:' with the name 'Wallenius, Laura. N' entered. There are buttons for 'Clear All', 'Delete Employee', 'Add List', and 'Add Employee'. Below these buttons is a text field for 'eMail Subject:' with the text 'Safety Incident Report'. Below the subject field is a large text area for 'eMail Text:' containing a detailed incident report. At the bottom of the form, there is a section for 'eMail Attachments:' with a 'File Name:' field and 'Browse...' and 'Attach' buttons. A 'Send Mail' button is located at the bottom right of the form. Four numbered callouts point to specific parts of the interface: 1. Points to the 'Add List' and 'Add Employee' buttons. 2. Points to the 'eMail Subject:' field. 3. Points to the 'Browse...' button. 4. Points to the 'Send Mail' button.

1. Select people to notify using either the **Add List** button or the **Add Employee** button.

2. Modify eMail subject and text if needed.

3. Add attachments using the **Browse** and **Attach** buttons.

4. Click the **Send Mail** button to send notification.

For more information on using these buttons see **ASSIGNING EMPLOYEES TO EMAIL** beginning on page 119.

Notes

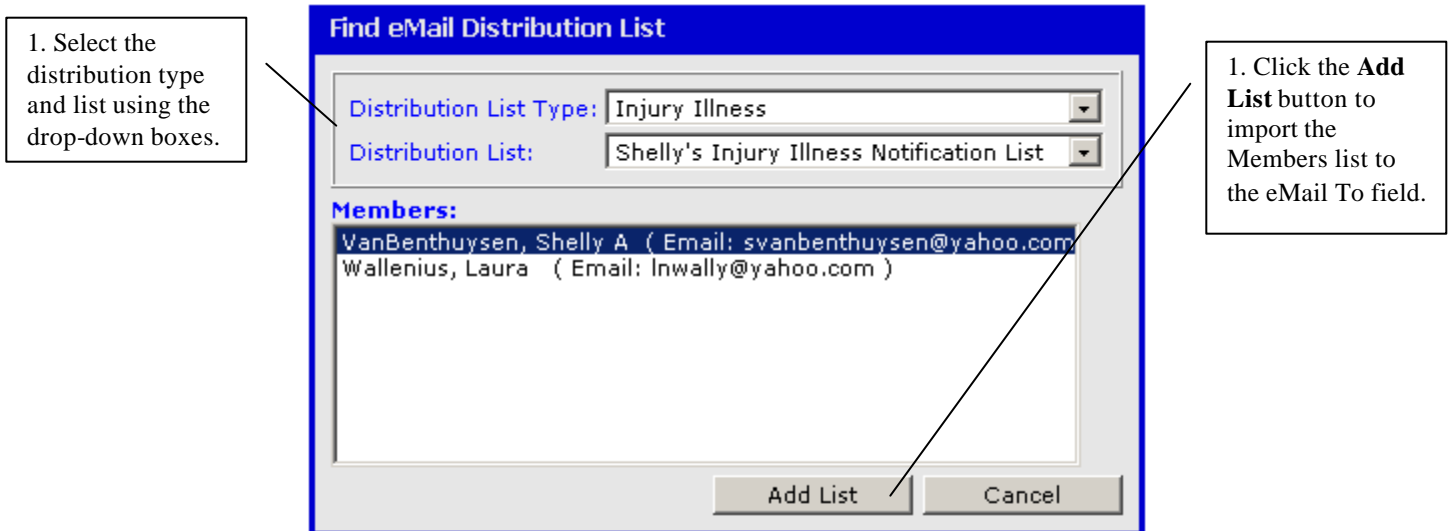
Assigning Employees to eMail

The “eMail To” field on the eMail screen can be filled with one or more employees. Use the buttons to the bottom right of this field to add or delete as many employees as necessary.

Add from List Button

Use this button to assign a set list of employees. The screen below displays in a separate pop-up box when you click the **Add List** button. If you can't find an appropriate list, you may create one using the Distribution List function within the Action Request module.

For more information on creating distribution lists see CREATING DISTRIBUTION LISTS beginning page 95.



Notes

Assigning Employees to eMail, cont'd.

Add Employee Button

Use this button if you require only one employee or if you need to select employees that are not part of a distribution list. The Find Employee screen displays in a separate pop-up box when you click the **Add Employee** button.

1. Complete at least one search criteria field. Then click the **Search** button.

2. All employees that match your search display in the Matching Records field. Highlight the correct employee and click the **Add** button.

3. Click the **Clear** button to clear the search criteria fields. Repeat steps 1 and 2 until all employees needed have been selected.

4. When the Selected List field contains all needed employees click the **Select** button. Your selections will be imported to the eMail To field.

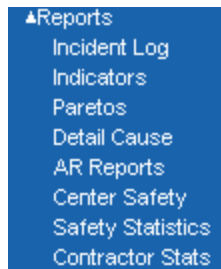
Name	Phone Number	Site	Organization
Admin, Kirkpatrick	n/a	Kennedy Space C	n/a
Admin, Lewandowski	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Thorn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Winn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
AdminEX3, Test	n/a	Kennedy Space C	n/a

Name	Phone Number	Site	Organization
AdminEX3, Test	n/a	Kennedy Space C	n/a

Notes

Running Safety Reports

Once safety incident data has been entered into the system, it can be used to create various reports. The process for running reports is essentially the same for all reports. First select the report you want to run from the Safety main menu. A Find Report tab displays. Fill in all the information you want to use as your report criteria and click the **Run Report** button.



All reports display in a separate viewer window. If this is the first time you have used the report function on this computer, see **RUNNING INJURY/ILLNESS REPORTS** beginning on page 66 for more information.

Notes

Safety Reports

On the following pages you will find explanations and examples of the various reports available in the Injury/Illness module.

Incident Log

This report gives a summary of each incident record that meets a set of given search criteria.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Incident Log

Date Indicator: <<Select Date Indicator>>
Date From: 12/31/2003 **Date To:** 1/30/2004
Incident Number:
Incident Category: <<Select Safety Category>>
Incident Type: <<Select Safety Type>>
Incident Sub Type: <<Select Incident SubType>>
Country: <<Select Country>>
Site: <<Select Site>>
Campus: <<Select Campus>>
Open Issues: <<Select Open Issue>>
Run Report **Clear**
bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.

INCIDENT TRACKING DAILY LOG

Report Parameters:

DATE RANGE: 1/27/2003 To 1/30/2003	INCIDENT NUMBER: 1 All
SITE: 1 Arizona - World Wide Headquarters of EEO	INCIDENT CATEGORY: 1 Close Call
CAMPUS NAME: 1 Tempe	INCIDENT TYPE: 1 Electrical
DATE INDICATOR: 1 DATE DISCOVERED	INCIDENT SUB TYPE: 1 All
OPEN ISSUES: 1 All	DESIGN DATE: 1 1/27/2003
	END DATE: 1 1/30/2003

Arizona - World Wide Headquarters of EEO / Tempe

Incident No.: 1 2003-004-0001	Incident Category: 1 Close Call
Incident Date: 1 01/27/2003	Incident Type: 1 Electrical
Campus: 1 Tempe	Incident Sub Type: 1 Contact with Electrical Current
Building: 1	Site: 1 Arizona - World Wide Headquarters of EEO
Room Code: 1	Last Update Date: 1 01/30/2003
Report Date: 1 01/30/2003	

Brief Description: 1 Employee received an electrical shock while installing new equipment. (TEST)

Case Description: 1 Employee received an electrical shock while installing a new electric microscope. The employee did not need first-aid and returned to work. (END)

Page: 1 of 1 **BUSINESS SENSITIVE** Reported by: 01/30/2003

Notes

Indicators

This report is a bar graph plotting the information in sequential or alphabetic order. This report is good at showing trends of an item over time. While a Pareto report is more flexible in allowing you to specify exact specification for a chart, the indicators chart produces many widely used reports, such as, “What is the incident rate for Close Calls in Arizona for the first quarter of 2001?”

The find report screen allows for choosing multiple items in certain drop-down lists. Choosing multiple items produces a stacked bar chart, with different colors assigned to each of the selected items.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Indicators

Period Type: Monthly

Beginning Period: January 2003

Ending Period: January 2004

Site: IV&V
Jet Propulsion Laboratory
Johnson Space Center
JPL Deep Space Network

Directorate: Site # Directorate
All
Johnson Space Center # AA
Johnson Space Center # AB
Johnson Space Center # AC

Organization: Site # Directorate # Organization
All

Contractor: Site # Contractor
Johnson Space Center # ALPHA BUILDING CORPORATION
Johnson Space Center # Anchor, Inc.
Johnson Space Center # Arteaga Contr. Co. Inc.
Johnson Space Center # ASI UNIVERSAL CORP.

Contracts: Site # Contractor # Contract
All
Johnson Space Center # Anchor, Inc. # Anchor, Inc.
Johnson Space Center # Anchor, Inc. # AR - Anchor, Inc.

Incident Category: All
Close Call
First Aid Only
Hazard

Indicator Type: Case Numbers

Incident Type: All
Acts of Nature
Building
Electrical

Date Type: Date of Incident

Site Type: <<Select Site Type>>

Report Source: <<Select Report Source>>

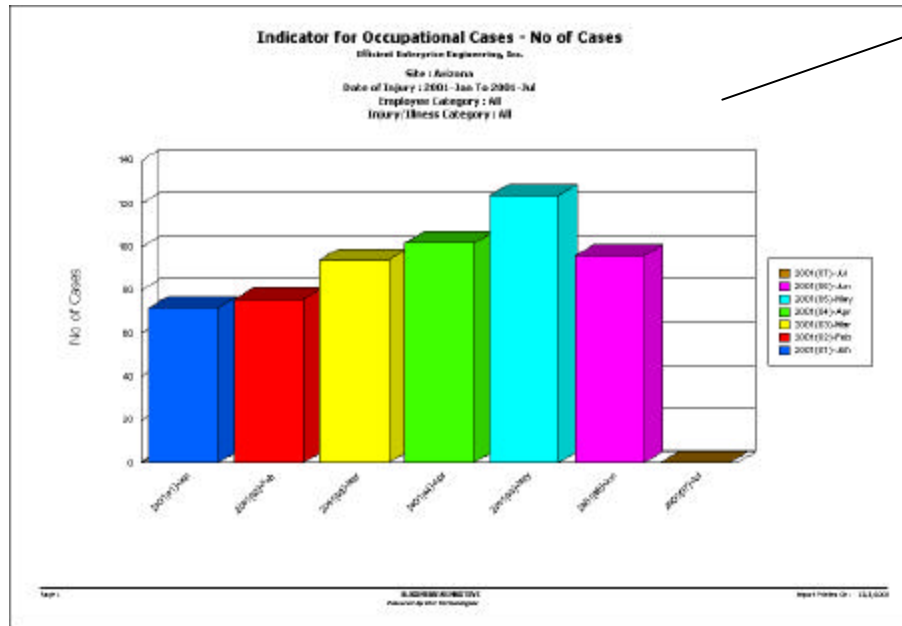
Case Status: <<Select Case Status>>

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.



Indicator for Occupational Cases - No of Cases
 Efficient Enterprise Engineering, Inc.
 Site : Arizona
 Date of Injury : 2001-Jan To 2001-Jul
 Employee Category : All
 Injury/Illness Category : All

	Total For Period	2001/01-Jan	2001/02-Feb	2001/03-Mar	2001/04-Apr	2001/05-May	2001/06-Jun	2001/07-Jul
Total For Company	1,659	223	274	257	298	240	206	2
Total For selected Sites	564	72	75	94	302	124	96	0
Arizona	564	72	75	94	302	124	96	0

Page 2 of 3
 BLIEN 046 SENSITIVE
 Produced by EHS Technologies
 Report Header ID: 114,000

Notes

Paretos

This report is a bar chart that displays the most frequently occurring or largest item at the left of the chart, with smaller or less frequent items displaying in descending order to the right. This visual representation allows the user to see problem areas quickly.

You can build a pareto report from just about any of the drop-down lists within the application. This allows you to create reports that can answer specific questions such as “What types of accidents are happening to people in the ABC organization?” Also, the multi-select lists (for example, Site and Pareto By) allow you to choose one, several, or all the values in the drop-down list. Use the standard CTRL + Click or Shift + Click combinations to select a collection or a list of values within a list box.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Paretos

Pareto Type: Classification

Beginning Period: October 2002

Ending Period: October 2003

Site: All
Ames Research Center
Dryden Flight Research Center
Glenn Flight Center
Goddard Flight Research Center

Indicator Type: No. of Case

Date Type: Date of Incident

Pareto By: All
Type A
Type B
Type C

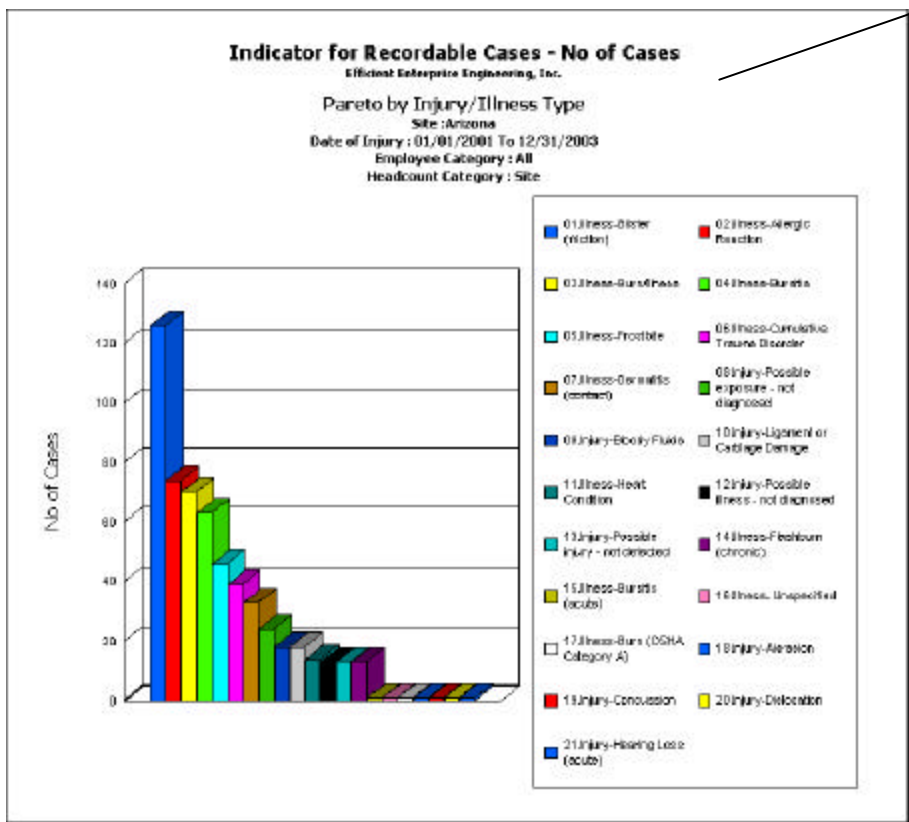
Site Type: <<Select Site Type>>

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.



Safety Incident Pareto
Pareto Type Contractor
From 08/01/2002 To 08/31/2003
Date type: Date of Incident

	Total	OSHA Category A
Total for Company	4	4
Total for selected installations	4	4
Johnson Space Center	4	4

Page 1 of 2

BUSINESS SENSITIVE
provided by E-3 Technology

Open Process On: 8/2/03

Notes

Detail Cause Analysis

This report displays all root causes recorded for a specific site along with the damage cost for each. This report also displays the total number of injury/illness cases, damage cases and total damage dollars for the specified site.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Detail Cause Analysis

Start Date 4/14/2003

End Date 4/13/2004

Country: United States of America

Site: Kennedy Space Center

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

Detail Cause Analysis Report

Report Parameters:

Start Date	: 04/14/2003	Country	: United States of America
End Date	: 04/13/2004	Site	: Kennedy Space Center

Site	Root Cause	Damage Cost
Kennedy Space Center	Electric Equip: Exposed Machinery	8,450.08
Kennedy Space Center	Other	809,370.01
Kennedy Space Center	COMMUNICATION: Task Team Briefing Inadequate	1,560.35
Kennedy Space Center	EQUIPMENT FAILURE: Design Deficiency	3,940.08
Kennedy Space Center	EQUIPMENT FAILURE: GENERAL	995.08
Kennedy Space Center	EQUIPMENT FAILURE: Material Defects	64,080.08
Kennedy Space Center	EQUIPMENT FAILURE: Material Failure	150.08
Kennedy Space Center	HAZARDOUS: GENERAL	2,580.08
Kennedy Space Center	HAZARDOUS: OPERATION: GENERAL	1,144.08
Kennedy Space Center	HUMAN FACTORS: Distraction	1,080.08
Kennedy Space Center	HUMAN FACTORS: GENERAL	2,229,481.9
Kennedy Space Center	HUMAN FACTORS: Lack of Awareness	23,685.08
Kennedy Space Center	HUMAN FACTORS: Misjudgment of Conditions	42,481.08
Kennedy Space Center	NATURAL PHENOMENON: GENERAL	3,752.08
Kennedy Space Center	NATURAL PHENOMENON: Wind	981.65
Kennedy Space Center	OTHER: Other	7,321.18
Kennedy Space Center	PROCEDURES: GENERAL	475.08
Kennedy Space Center	PROCEDURES: Procedures Deficiency	580.08
Kennedy Space Center	PROCEDURES: Engineering: Inadequate	6,080.08
Totals For Kennedy Space Center		
		Injury Cases 181
		Damage Cases 72
		Total Damage Cost 2,229,481.9

3. This report will display in separate viewing window.

Notes

Action Request Tracking Log

The “Action Request” find screen below actually runs two different reports the “Tracking Log” and the “Overdue Summary”. The “Tracking Log” shows all action requests including their details for a specified period of time and site. You may indicate a specific AR status, which allows you to filter this report to show only the type of AR you need such as competed, in progress or no response.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Action Request

AR Report Type: Tracking Log

Sched.Comp Date: From 4/6/2004 To 4/13/2004

Site: Kennedy Space Center

Organization Type: All

Case Status: All

Incident Category: All

Primary NASA Investigator: [Text Field] Clear

AR Status: All

Run Report Clear

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.

Action Request Tracking Log						
Report Parameters:		Case Status	Site			
Sched. Start Date:	4/6/2004	All	Kennedy Space Center			
Sched. End Date:	4/13/2004	Primary Investigator:	All			
Organization Type:	All					
Incident Category:	All					
AR Number:	Status:	Category:	Date of Incident:	Responsible Org:	Investigator/Number:	
G2803-140046	Open	Incident	6/24/2003 18:26:00PM	LRI	Zachary, Alan R	
Incident Description: ET-117 team damaged during SORSS debris in the VAB. Pchup 80408. (P810-826.2)						
Estimated Comp Date:	Completed	Actionee:	Actionee Org:	Actionee Phone:		
4/8/2004		LOJ	LRI			
Action To Be Taken:						
AR Number:	Status:	Category:	Date of Incident:	Responsible Org:	Investigator/Number:	
G2803-140001	Open	Incident	6/24/2003 18:26:00PM	LRI	Zachary, Alan R	
Incident Description: ET-117 team damaged during SORSS debris in the VAB. Pchup 80408. (P810-826.2)						
Estimated Comp Date:	Completed	Actionee:	Actionee Org:	Actionee Phone:		
4/8/2004		LOJ	LRI			
Action To Be Taken:						
Total Count Of AR's:		2				

Notes

Action Request Overdue Summary

The “Overdue Summary” report is the second report that may be run using the Action Request find screen. This report lists all ARs currently overdue based on a specified date range and site. The report shows the AR’s number as well as the “Action” required and the responsible person’s name, email and phone number.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Action Request

AR Report Type: Overdue Summary

Sched.Comp Date: From 4/6/2004 To 4/13/2004

Site: Kennedy Space Center

Organization Type: All

Case Status: All

Incident Category: All

Primary NASA Investigator: [] Clear

AR Status: All

Run Report Clear

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

Review

1 of 1

crystal

Action Request Overdue Summary

Report Parameters:

Sched. Start Date	: 4/6/2004	Case Status	: All	Site	: Kennedy Space Center
Sched. End Date	: 4/13/2004	Primary Investigator	: All	AR Status	: All
Organization Type	: All				
Incident Category	: All				

File Number	Incident Date	Action	Estimated Completion Date	Actual Complete Date	Taken By Organization	Taken By Person	Email	Phone
Site: Kennedy Space Center								
0200-1408-6	05/20/2003	Training on local tool use, main porters and external separation gas should be enhanced RPT-2	04/05/2004		UN	LO-		
0200-1408-5	05/20/2003	Develop and execute decision making personnel involved in CT (they operate in Eng-USAR&AS&CS), News Director, Online.org / have training which include CT (they operate in RPT-2)	04/05/2004		UN	LO/CO/MS.		
Total For: Kennedy Space Center		2						

3. This report will display in separate viewing window.

Notes

Center Safety

The Center Safety Report shows the total number of Lost-Time cases, Manhours, Fatalities, Class A, Class B, Class C, Class D, Close Calls, Property damages and Vehicle damages as well as the Lost-Time rates for each NASA center for a specified period of time. This report breaks down each center's totals into civil servant and contractor totals.

1. Complete all fields.

Center Safety

Beginning Period: July 2003

Ending Period: July 2004

Run Report Clear

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.

Center Safety Data								
From 07/01/2003 To 07/31/2004								
Center FY 2003 - 2004 Safety Data For Civil Servants/Contractors								
		HQ	ARC	CONW	DFRC	GRC	GSFC	C/D
L-T Cases	Civil	1	0	0	1	0	0	0
	Contractor	0	0	0	3	0	0	0
Manhours	Civil	1,353,079.00	20,001,777.977.00	4,000.00	492,481.00	1,987,289.00	2,992,052.00	0.00
	Contractor	0.00	133,457,289.99	2,847,289.99	497,142.00	0.00	0.00	0.00
L-T Rates	Civil	0.1695	0.0000	0.0000	0.4061	0.0000	0.0000	0.0000
	Contractor	0.0000	0.0000	0.0000	1.2069	0.0000	0.0000	0.0000
Fatalities	Civil	1	0	0	0	0	0	0
	Contractor	0	0	0	2	0	0	0
Class A	Civil	2	0	0	0	0	0	0
	Contractor	2	0	0	0	0	1	0
Class B	Civil	1	0	0	0	0	0	0
	Contractor	1	0	0	1	0	0	0
Class C	Civil	0	1	0	0	0	0	0
	Contractor	1	0	0	0	0	0	0
Class D	Civil	1	0	0	0	0	0	0
	Contractor	1	0	0	0	0	0	0
Close Calls	Civil	1	1	0	0	0	0	0
	Contractor	0	0	0	1	0	1	0
Property Damage	Civil	\$0	\$0	\$0	\$0	\$0	\$500	\$0
	Contractor	\$0	\$200	\$0	\$200,000,000M	\$0	\$0	\$0
Vehicle Damage	Civil	\$0	\$0	\$0	\$0	\$0	\$1K	\$0
	Contractor	\$0	\$1K	\$0	\$1,000,000,000M	\$0	\$0	\$0
Total Damage	Civil	\$0	\$0	\$0	\$0	\$0	\$2K	\$0
	Contractor	\$0	\$1K	\$0	\$1,200,000,000M	\$0	\$0	\$0

Sum of pr_rpt_gen.value (Number)

LT* Rate = (Lost Time Cases + 200,000) / Manhours * On-site contractor values only ** On-site and off-site property/vehicle damage HQ values = HQ + QES JPL values = JPL + QSN

Page 1 of 3 BUSINESS SENSITIVE Report Printed On: 7/12/2004

Notes

Safety Statistics Report

The Safety Statistics Report gives the total number of safety incidents that have occurred over a specified period of time at a specific site. The report breaks the total number of incidents down into each safety classification as well as associated Lost-Time case, fatalities and damages. This report allows you to run a very narrow report that includes a specific site, organization and grouping or a very broad report that encompasses all sites.

Safety Statistics

Period Type: Monthly

Beginning Period: January 2003

Ending Period: January 2004

Site: All

Site Type: All

Organization Type: All

Grouping: NASA Level

Run Report Clear

To run the report by Fiscal Year, set the Period Type to 'Monthly', the Beginning Period to October of the Year and the Ending Period to September of the following Year.

bold labels indicate required field - All date formats:(m/d/yyyy)

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

2. Click the **Run Report** button.

3. This report will display in separate viewing window.

Safety Statistics Report

Report Parameters:

Date Range	: 2003-Jan To 2004-Jan	Period	: Monthly
Site	: Johnson Space Center	Organization Type	: Contractor
Site Type	: On-site	Grouping	: NASA Level
Contractor	:	Contract	: All

	Total Incidents	Assoc Lost Time Cases		Assoc Fatalities		Type A		Type B		Type C		Type D		Close Call		Total Damages
	Count	Rate	Count	Rate	Count	Damages	Count	Damages	Count	Damages	Count	Damages	Count	Damages		
2003(01)-Jan	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(02)-Feb	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(03)-Mar	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(04)-Apr	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(05)-May	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(06)-Jun	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(07)-Jul	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(08)-Aug	1	1	0.00	0	0.00	0	0.00	0	0.00	1	0.00	0	0.00	0	0.00	0.00
2003(09)-Sep	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(10)-Oct	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(11)-Nov	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2003(12)-Dec	1	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,000.00
2004(01)-Jan	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
GROUP TOTALS	3	1	0.00	0	0.00	0	0.00	0	0.00	1	0.00	0	0.00	0	0.00	1,000.00
GRAND TOTALS	3	1	0.00	0	0.00	0	0.00	0	0.00	1	0.00	0	0.00	0	0.00	1,000.00

Notes

Contractor Statistics Report

The Contractor Statistics Report contains the same information as the Safety Statistics report but show only the numbers for the specified Contractor.

1. Complete as many fields as you want. Remember fields shown in bold blue are required.

Safety Statistics Contractors

Beginning Period: July 2003
Ending Period: July 2004
Site: Johnson Space Center
Site Type: Onsite
Contractor: Allied Signal (WSTF)
Contracts: All
Directorate: All
Organization: All

Run Report **Clear**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Run Report** button.

3. This report will display in separate viewing window.

Safety Statistics - Contractors Report

Report Parameters:

DATE RANGE :	2003-Jul To 2004-Jul	CONTRACTOR :	JPH
SITE :	Johnson Space Center	CONTRACT :	All
SITE TYPE :	Onsite	DIRECTORATE :	All
		ORGANIZATION :	All

	Total Incidents	Assoc Lost Time Cases		Assoc Fatalities		Type A		Type B		Type C		Type D		Class Call		Total Damages
	Count	Count	Ratio	Count	Ratio	Count	Damages	Count	Damages	Count	Damages	Count	Damages	Count	Damages	
	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
ORG GROUP TOTALS	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
GRAND TOTALS	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

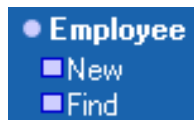
Notes

Exploring the Employee Module

- **Creating a New Employee Record**
- **Finding an Employee Record**

The Employee Module provides you with instant access to necessary personnel information. The employee records in the system are updated regularly with your Human Resource department to eliminate redundant data entry and ensure accuracy of records.

The following options display in the Employee menu:



Creating a New Employee Record

If you have performed a search for an employee's record and cannot find it, you will need to create a new employee record. Creating a new record can be done quickly.

The diagram below outlines how to create a new employee record.

The screenshot shows the Ex3 EHS Data Management System - IRIS interface. On the left is a blue vertical menu bar with the following options: Injury Illness, Action Request, Safety Incident, Employee, New, Find, Headcount, Schedule, Administration, and General. Two callout boxes point to the 'Employee' and 'New' options. The first callout box contains the text: '1. Click **Employee** on the menu bar to open the drop-down menu.' The second callout box contains the text: '2. Click **New** under the Employee menu. The New Employee screen displays.' The main content area of the interface features a 'System Broadcast Message' with a red 'STOP' sign icon and the text: 'This is a test site only. Do not enter live data containing private or confidential information. To enter live data, please go to the production website at: <https://hsa.ex3net.com/is>'. Below this is a large graphic with the text 'EHS Data Management System' and 'ONE NASA'. At the bottom of the main area, it says 'Welcome System Administrator to Ex3® EHS Data Management System - IRIS, ver. 1.0'. At the very bottom, it says 'Powered By Ex3® Technologies' and '©1995-2004 - Efficient Enterprise Engineering, Inc. Legal Stuff'.

1. Click **Employee** on the menu bar to open the drop-down menu.

2. Click **New** under the Employee menu. The New Employee screen displays.

Notes

Creating a New Employee Record cont'd.

You may not have all of the information to complete all of the fields on the New Employee screen. Fill in as many fields as you can, remembering to complete all required fields shown in bold blue. Once the record is saved, you may add additional information at a later time.

1. Fill in as many fields as possible, making sure to complete all required fields.

New Employee

Last Name:	First Name:	Middle Name/Initial:
VanBenthuyssen	Shelly	

General Information:

Local Emp. Code:

Country: United States of America

Site: Johnson Space Center

Campus: JSC - Main

General Location:

Directorate: AA

Organization: AA - Center Director

Employee Type: Civil Servant

Employee Status: Active

Employee Shift: 1st - Normal (8am - 5pm)

Employee Job Type: Administrative

Job Title:

Department Name:

Date of Hire:

Level of Experience: 1 - 3 Years

Supervisor:

Govt. ID:

Marital Status: Married

Date of Birth: **Sex:** Female

Network User ID:

Contact Information:

Address: 123 USA Drive

City: Cypress **State:** TX

Zip: 77429

Work Phone: 281-333-1122 **Home Phone:**

Cell Phone: 832-731-6666 **Mailstop:**

Fax: **Pager:**

eMail: svanbenthuyssen@yahoo.com

Emergency Contact Information:

Contact Name:

Contact Address:

Contact Phone: **Contact Alt. Phone:**

Last Updated:

Close **Save**

bold labels indicate required field - All date formats:(m/d/yyyy)

2. Click the **Save** button.



3. A verification pop-up displays stating the record was saved. Click **OK**.

Finding an Employee Record

Once an employee record is saved you may review, update or edit it by selecting the **Find** option on the Employee Module's menu. The Find Employee tab displays. Use this screen to search the entire database for the employee record you need. When you select a record, the Edit Employee tab displays.

The screenshot shows the 'Find Employee' window. It contains search criteria fields: Last Name (vanbe), First Name, Country (United States of America), Site (Johnson Space Center), Employee Type (All), Govt.ID, and Local Employee Code. There are 'Search' and 'Clear' buttons. Below is a 'Matching Records: 1' section with a table listing one record: VanBenthuyzen, Shelly, with phone number 888-999-1212, at Johnson Space C, in the AA - Center Directorate. At the bottom are 'Edit' and 'Print' buttons.

1. Specify at least one search criterion.

2. Click the **Search** button. A list of matches displays in the Matching Records field.

If the appropriate employee is not listed, click the **Clear** button. Repeat step one with new data.

3. Select the appropriate employee from the list and click the **Edit** button.

Search Tips

- Capitalization doesn't matter.
- Complete words or numbers aren't necessary. Entering the first three characters is enough in most cases.
- Enter all the information you know to reduce the number of matches that fit your criteria.
- Remove some of the information you have entered if there are no matches.


Notes

Finding an Employee Record, cont'd.

You may review or update an employee's record using this screen. Any modifications made will affect all future Injury/Illness incidents created with this record. They do not transfer to existing Injury/Illness cases. To change an employee's information within an injury/illness case you must use the Employee Tab within the case record.

For more information on using the employee tab within a case record see the EMPLOYEE TAB beginning on page 58.

Edit Employee

Last Name:	First Name:	Middle Name/Initial:
VanBenthuyssen	Shelly	A
General Information:		
Local Employee Code:		
Country:	United States of America	
Site:	*Arizona - World Wide Headquarter of EX3	
Campus:	*Tempe	
Building:	*Ex3 Headquarters	
Directorate:	<<Select Directorate>>	
Organization:	<<Select Organization>>	
Employee Type:	Civil Servant	
Employee Status:	Active	
Employee Shift:	Normal (8am - 5pm)	
Employee Job Type:	Administrative	
Job Title:	Technical Writer	
Department Name:		
Date of Hire:	06/01/2002	
Level of Experience:	0 - 1 Years	
Supervisor:	Wallenius, Laura	 <input type="button" value="Clear"/>
Govt. ID:	*****	
Marital Status:	<<Select Marital Status>>	
Date of Birth:	11/20/1970	Sex: <<Select Sex>>
Headcount Type:	Admin	Network User ID:
Contact Information:		
Address:	123 Smith St.	
City:	Houston	State: TX
Zip:	77095	
Work Phone:	281-444-5555	Home Phone:
Cell Phone:	832-731-1111	Mailstop:
Fax:		Pager:
eMail:	svanbenthuyssen@yahoo.com	
Emergency Contact Information:		
Emergency Contact Name:	Robert VanBenthuyssen	
Emergency Contact Add.:	123 Smith St.	
Contact Phone:	713-222-3333	Contact Alt. Phone:
Last Updated:	09/22/2003	
bold labels indicate required field - All date formats:(m/d/yyyy)		
<input type="button" value="Close"/> <input type="button" value="Print"/> <input type="button" value="Save"/>		

Use the **Print** button to print a copy of the employee screen.

Remember to click the **Save** button if you make changes to this screen

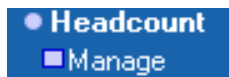
Notes

Exploring the Headcount Module

- **Managing Headcount**

The Headcount Module allows contractors to update and maintain man-hours and attendant data easily and efficiently.

The following options display under the Headcount Module menu:



Managing Headcount

The Manage option on the Headcount Module's menu allows users to input civil servant and contractor manhours and other attendant data. The system can calculate recordable rates for injuries and illnesses as long as Headcounts are accurate.

The process for inputting headcount information is the same for both civil servants and contractors and is described below.

1. Click either the **Civil Servants** tab or the **Contractors** tab.

2. Complete all of the search criteria fields and click the **Search** button.

3. A list of possible matches displays. Highlight the appropriate organization and complete its onsite/offsite data fields.

4. The **Save** button will not display until this box is checked.

5. Click the **Save** button.

The interface is titled "Civil Servants" and "Contractors". It features a warning message: "Please double-check that the case type in each open case is correct. Failure to do so will cause your statistics to be incorrect." Below this are search criteria: "Year: 2004", "Month: July", and "Level: Site". There are "Search" and "Clear" buttons. A table titled "List of Headcounts/Manhours:" lists various sites with columns for "Onsite Headcount", "Onsite Hours", "Offsite Headcount", and "Offsite Hours". The "Ames Research Center" is highlighted. Below the table, there are two columns of data entry fields for "Onsite" and "Offsite" data, including "Headcount", "Base Hours", "OT Hours", "Annual Leave", "Sick Leave", "Comp Leave", "Miles Driven", "Hours Flown", "Tort Claims", and "Total Exp Hours". A checkbox is present with the text: "I certify that these figures are correct to the best of my knowledge, and that I have updated any cases whose classification has changed since the last time I reported." Below this is a "Save" button and a "Delete" button. The interface also shows "Last Updated By: Administrator, System Ex3" and "Last Update On: 7/12/2004 7:36:26 AM".

Site	Onsite Headcount	Onsite Hours	Offsite Headcount	Offsite Hours
Ames Research Center	0	0.00	0	0.00
Carlene's Site	0	0.00	0	0.00
Conversion Only	0	0.00	0	0.00
Dryden Flight Research Ce	0	0.00	0	0.00
Glenn Research Center	0	0.00	0	0.00
Goddard Space Flight Cent	0	0.00	0	0.00
IV&V	0	0.00	0	0.00
Jet Propulsion Laboratory	0	0.00	0	0.00
Johnson Space Center	0	0.00	0	0.00
JPL Deep Space Network	0	0.00	0	0.00
Kennedy Space Center	0	0.00	0	0.00
Langley Research Center	0	0.00	0	0.00

Site **Ames Research Center**

Onsite:

Headcount: [0]

Base Hours: [0]

OT Hours: [0]

Annual Leave: [0]

Sick Leave: [0]

Comp Leave: [0]

Miles Driven: [0]

Hours Flown: [0]

Tort Claims: [0]

Total Exp Hours: 0

Offsite:

Headcount: [0]

Base Hours: [0]

OT Hours: [0]

Annual Leave: [0]

Sick Leave: [0]

Comp Leave: [0]

Miles Driven: [0]

Hours Flown: [0]

Tort Claims: [0]

Total Exp Hours: 0

** Total exposure = Base Hrs. + OT Hrs. - Annual Lv - Sick Lv - Comp Lv

Last Updated By: Administrator, System Ex3
Last Update On: 7/12/2004 7:36:26 AM

☒ I certify that these figures are correct to the best of my knowledge, and that I have updated any cases whose classification has changed since the last time I reported.

Save
Delete

Notes

Exploring the Administration Module

The Administration Module allows system administrators to manage users, control application security and maintain application drop-down lists. You may only access this module if you have administrator rights on the system.

The following options display under the Administration menu:



Maintaining Reference Tables

This tab allows administrators to review and maintain approved reference tables. This gives administrators the ability to add and remove options to drop down lists. For example, if a new building becomes available for use, it can be added to the system with this tab. Only those with appropriate roles can access this tab. The fields displayed are dependant on the table that has been chosen.

If you need to add over 100 new values to a reference table, please contact the Ex3 Administrator first. Reference tables with hundreds of values slow the application and makes drop-downs difficult to navigate. Ex3 has an alternate method for making these large numbers of values easily accessible to users.

1. Select the table you want to modify.

2. Use the filter option to limit or isolate select information within the table. Click the **Apply Filter** button to view results.

3. Highlight the record you want to edit or <<Add New Record>> to create a new record.

4. Complete these fields and click the **Save** button.

Tables: Injury Illness - Accident Source

The following fields are filters. Leave the fields blank to search and find all related data. Input any conditions in some or all of the fields in order to limit and isolate selected rows during the search and click Apply Filter to view results.

Accident Source Group
Accident Source
Active Flag

Apply Filter

Accident Source

<< Add New Record >>
Acids
Aircraft
Alkalies
Animal
Barrels/Drums
Bicycle

Accident Source Group
Accident Source
Code
Active Flag

Save Delete Print

bold blue labels indicate required field

Notes

Managing Contracts

The Manage Contracts menu option contains two sub-tabs: Manage Contracts and Associate Contracts. The Manage Contracts tab allows administrators to update the lists of contractors, and their various contract numbers, that are currently employed at the various NASA sites. This information is used in the various modules within the system

The screenshot shows the 'Manage Contracts' web application interface. It features two tabs: 'Manage Contracts' (active) and 'Associate Contractor'. The interface includes search filters for 'Site' and 'Contractor', a 'List of Contracts' table, and detailed input fields for 'Contractor Details' and 'Contract Details'. Numbered callouts provide instructions on how to use the interface.

1. Select the site and contractor you wish to view and click **Search**.

2. Highlight the record you want to edit or <New Contract> to create a new record.

3. Complete the Contract Details remembering to complete the required fields shown in bold blue.

4. Click the **Save** button.

Contractor Details:

Site:
Contractor:

Contract Details:

Contract Nbr:
Description:
SIC Code:
NAICS Code:
Onsite: ☐
Active: ☐ Yes
Responsible Org's Directorate:
Responsible Organization:

bold labels indicate required field - All date formats: (m/d/yyyy)

New Save Delete

Notes

Associate Contractors

The Associate Contractor sub-tab allows administrators to associate contractors to one or more NASA sites.

1. Click on the **Associate Contractor** tab.

2. Select a contractor from the drop-down list.

3. Select the site you wish to associate with this contractor and click the **Add** button. The site will appear in the Assigned Sites list. Repeat until all sites for this contractor have assigned.

If you assigned a site in error or it is no longer necessary, simply highlight it on the Assigned Sites list and click the **Remove** button.

The screenshot shows a web application interface with two tabs: "Manage Contracts" and "Associate Contractor". The "Associate Contractor" tab is active. Below the tabs, there is a "Contractor:" label followed by a dropdown menu showing "ASK MR. FOSTER TRAVEL****". Below this is an "Available Sites:" section with a list of NASA sites: Ames Research Center, Carlene's Site, Conversion Only, Dryden Flight Research Center, Glenn Research Center, Goddard Space Flight Center, IV&V, Jet Propulsion Laboratory, Johnson Space Center, JPL Deep Space Network, Kennedy Space Center, and Langley Research Center. Below the list are "Add" and "Remove" buttons. Below the buttons is an "Assigned Sites:" section with a list showing "Office of the Inspector General". At the bottom, a note states: "bold labels indicate required field - All date formats:(m/d/yyyy)".

Notes

Managing Users

This tab allows administrators to set passwords and roles. The roles assigned here determine which fields, tabs and modules an employee can view. A user with a medical role, for example, would be able to view different information from a user with a Human Resources role.

Adding a New User

If an employee has not been assigned a role in the system they will need to be added to the user list before roles may be assigned. Adding a new user to the system is as follows. Select **New** from the Manage Users menu, the Find Employee screen displays. Highlight the employee you want to add and click **Select**. Once the employee is added to the user list, the User Information screen displays.

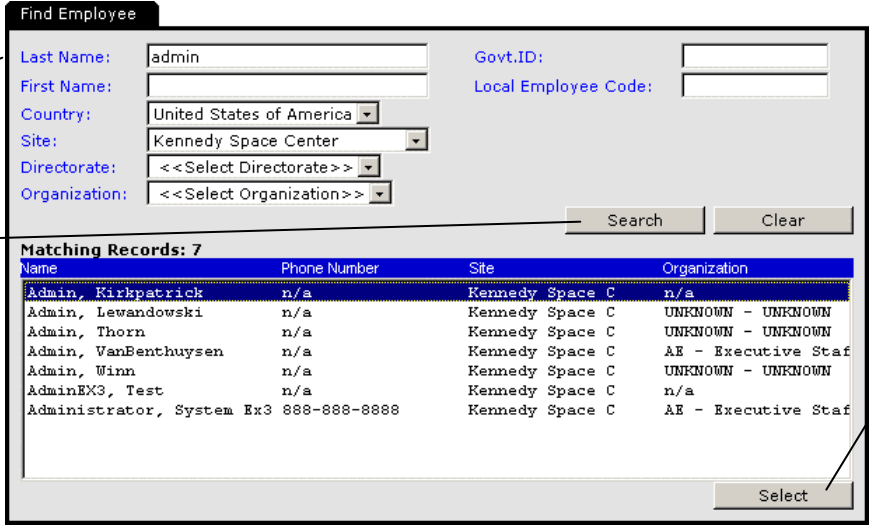
1. Specify at least one search criterion.

2. Click the **Search** button. A list of matches displays in the Matching Records field.

3. Select the appropriate employee from the list and click the **Select** button.

4. Click **OK** if you want to add this employee to the User's List

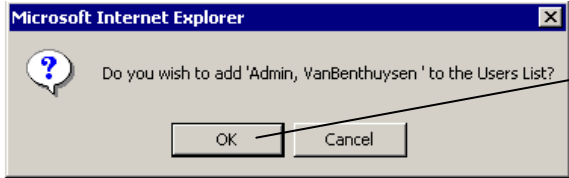
5. A pop-up box verifies that the employee was added to the Users List.



The Find Employee screen has a search form with the following fields: Last Name (admin), First Name, Country (United States of America), Site (Kennedy Space Center), Directorate (<<Select Directorate>>), and Organization (<<Select Organization>>). There are Govt.ID and Local Employee Code fields. Search and Clear buttons are at the bottom right. Below the form is a table titled 'Matching Records: 7'.


Name	Phone Number	Site	Organization
Admin, Kirkpatrick	n/a	Kennedy Space C	n/a
Admin, Lewandowski	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, Thorn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
Admin, VanBenthuyssen	n/a	Kennedy Space C	AE - Executive Staf
Admin, Winn	n/a	Kennedy Space C	UNKNOWN - UNKNOWN
AdminEX3, Test	n/a	Kennedy Space C	n/a
Administrator, System Ex3	888-888-8888	Kennedy Space C	AE - Executive Staf

5. Select



Do you wish to add 'Admin, VanBenthuyssen' to the Users List?

OK Cancel



New user 'admin, walleniius' added to Users List.

OK

Finding Users

The Find User screen displays when **Find** is selected from the Manage Users menu. Use this screen to locate an existing user. Once a user is selected, the User Information screen displays.

1. Specify at least one search criterion.

2. Click the **Search** button. A list of matches displays in the Matching Records field.

3. Select the appropriate employee from the list and click the **Select** button.

The screenshot shows the 'Find User' interface. It includes a 'Search User' section with fields for Last Name, First Name, Govt ID, Status, Country, Site, Medical Office, Directorate, Organization, and Role. Below these fields are 'Search' and 'Clear' buttons. A 'List of Users (Max 100):' table displays search results with columns for Name, Country, Site, and Login Name. A 'Select' button is located at the bottom right of the table. A footer note states: 'bold labels indicate required field - All date formats:(m/d/yyyy)'.

Name	Country	Site	Login Name
*Admin, VanBenthuyssen	United States	Kennedy Space C	Admin.VanBenthuyssen

Notes

User Information Tab

The User Information tab records the user's basic information, such as login name, password and status. Administrators may also set a password or lock a user's account using this screen. The tabs to the right of the User Information tab provide additional information about the user.

1. Complete as many fields as possible. Remember fields shown in bold blue are required.

User InformationRolesSitesOrganizations

Employee: VanBenthuyesen, Shelly

Country:United States of America

Primary Site:Johnson Space Center

Medical Office:<<Select Clinic Office>>

Directorate:NS

Primary Organization:NS2 - Occupational Safety Team

Login Name:VanBenthuyesen.Shelly

Status:Active

New Password:

Account Locked:Unlock

Confirm Password:

Force Password Change:No

Save

Use this field to lock a user's account. This prevents them from logging in to the system.

2. Click the **Save** button.

Notes

Roles Tab

In order for a user to have access to the full functionality of the system they must be assigned a role(s). This role determines which modules, tabs and fields they will be able to use or view. Since a user may have a variety of job responsibilities, they may need more than one role assigned to them. Changes to this screen save automatically.

1. Highlight a role on the Available Roles list and click the **Add** button.

2. If you assigned a role in error or it is no longer necessary, simply highlight it on the Assigned Roles list and click the **Remove** button.

Notes

Sites Tab

A user's primary site is assigned using the User Information tab. However, it is possible for a user to work at more than one facility. These additional sites would be assigned using the Sites tab. Changes to this screen save automatically.

1. Highlight a site on the Available Sites list and click the **Add** button.

User Information Roles **Sites** Organizations

Employee: VanBenthuyssen, Shelly

Available Sites

Ames Research Center
Conversion Only
Dryden Flight Research Center
Glenn Research Center
Goddard Space Flight Center
IV&V
Jet Propulsion Laboratory
Johnson Space Center
JPL Deep Space Network
Kennedy Space Center

Add >>
<< Remove

Assigned Sites

Johnson Space Center
Kennedy Space Center

2. If you assigned a site in error or it is no longer necessary, simply highlight it on the Assigned Sites list and click the **Remove** button.

Notes

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Organizations Tab

A user's primary organization is assigned using the User Information tab. However, like sites a user may work with a variety of organizations. These additional organizations would be assigned using the Organizations tab. Changes to this screen save automatically.

1. Highlight an organization on the Available Organizations list and click the **Add** button.

Employee: VanBenthuyzen, Shelly

Available Sites

- Ames Research Center
- Conversion Only
- Dryden Flight Research Center
- Glenn Research Center
- Goddard Space Flight Center
- IV&V
- Jet Propulsion Laboratory
- Johnson Space Center
- JPL Deep Space Network
- Kennedy Space Center

Assigned Sites

- Johnson Space Center
- Kennedy Space Center

Add >> << Remove

2. If you assigned an organization in error or it is no longer necessary, simply highlight it on the Assigned Organizations list and click the **Remove** button.

Notes

Contractors Tab

The Contractors tab will be visible only if the user is identified as a contractor. Every user, who is identified as contractor, must be assigned at least one contractor using this tab. Since contractor users are only allowed to view information in the system that pertains to their contractor it is important that all contractors for whom the user works are identified here. Changes to this screen save automatically.

1. Highlight a contractor on the Available Contractors list and click the **Add** button.

User InformationRolesSitesOrganizations**Contractors**

Employee: VanBenthuyssen, Shelly

Available Contractors

A.P.M.A.
Airlift Technologies Int.
Al-Razaq Computing
All Points Logistics
Allied Signal (WSTF)
ALPHA BUILDING CORPORATION
Analex 21
Anchor, Inc.
Arteaga Contr. Co. Inc.
ASI UNIVERSAL CORP.

Add >>
<< Remove

Assigned Contractors

< No Contractor Assigned >

2. If you assigned a contractor in error or it is no longer necessary, simply highlight it on the Assigned Contractors list and click the **Remove** button.

Notes

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Managing Sub Contractors

It is possible that one sub-contractor would report to different prime contractors. In order to maintain data security a new contractor for each sub-contractor/primary contractor combination needs to be added and assigned to users. The following pages explain this process beginning with the creation of a new contractor using the "general - contractor" table on the reference maintenance screen.

Example: If ICB reports to both Boeing and USA, then add two contractors as follows:

- ICB - Boeing
- ICB - USA

1. Select **Reference Table Maintenance** from the Administration Module's drop-down menu.

2. Select "General - Contractor" from the Tables list.

3. Add the new contractor name.

4. Change the Active Flag field to "Yes".

5. Click the **Save** button.

For more information on using the reference tables see MAINTAINING REFERENCE TABLES beginning of page 140.

Notes

Managing Sub-Contractors cont'd.

After the contractors have been created you must identify where these contractors work by associating them to particular NASA sites.

Example:

- ICB-Boeing has people at Ames, Glenn and Goddard.
- ICB-USA has people at Ames, Johnson and White Sands.

6. Select **Manage Contracts** from the Administration Module's drop-down menu.

The screenshot shows the Ex3 web application interface. On the left is a blue sidebar with a menu. The 'Administration' section is expanded, and 'Manage Contracts' is selected. The main content area has three tabs: 'Manage Contracts', 'Associate Contractor' (which is active), and 'Manage SIC Codes'. Below the tabs, there is a 'Contractor:' dropdown menu currently showing 'ICB - Boeing'. Below that is an 'Available Sites:' list box. At the bottom of the main area are 'Add' and 'Remove' buttons. Below the buttons is an 'Assigned Sites:' list box containing several NASA research centers. A note at the bottom of the interface states: 'bold labels indicate required field - All date formats: (m/d/yyyy)'.

7. Click on the **Associate Contractor** tab.

8. Select the newly created contractor from the Contractor list.

9. Select one or more sites where the selected contractor works using the **Add** button.

For more information on using the Associate Contractors tab see ASSOCIATE CONTRACTORS beginning on page 142.

Notes

Managing Sub-Contractors cont'd.

Once the contractors have been associated to specific sites, add the appropriate contract number to each contractor using the Manage Contracts screen.

Example:

- ICB - Boeing Contract 1234
- ICB - USA Contract 5678

10. Click the **Manage Contracts** tab, which is located to the left of the **Associate Contractor** tab.

11. Select the site and contractor you have created and click the **Search** button.

12. Highlight **<New Contract>** or click the **New** button.

13. Complete at least the required fields and click the **Save** button.

Manage Contracts | Associate Contractor | Manage SIC Codes

Site: Ames Research Center
Contractor: ICB - USA

Search Clear

Site	Contract Description	Contract Nbr
<New Contract>		

Contract Details

Site: Ames Research Center
Contractor: ICB - USA

Contract Details:

Contract Nbr: 4567
Description: Sub to USA
SIC Code: <<Select SIC Code>>
NAICS Code:
Onsite: Yes
Active: Yes
Responsible Org's Directorate: <<Select Directorate>>
Responsible Organization: <<Select Organization>>

New Save Delete

bold labels indicate required field - All date formats:(m/d/yyyy)

For more information using the Manage Contracts tab see MANAGING CONTRACTS beginning on page 141.

Notes

Managing Sub-Contractors cont'd.

Finally, assign access rights to these contractors using the **Manage Users** menu option from the Administration Module's drop-down menu.

Example:

- The employee Shelly Vanb, a Boeing employee, would be assigned to the Boeing Contractor and the new ICB – Boeing contractor.
- ICB users would be assigned to the ICB, ICB – Boeing, and ICB – USA Contractors.

This method prevents the primary contractor from having access to their sub-contractor's records with other primary contractors.

The screenshot shows a web application interface for managing users. On the left is a blue sidebar with a menu. The main area has a tabbed interface with tabs for 'User Information', 'Roles', 'Sites', 'Organizations', and 'Contractors'. The 'Contractors' tab is active. The main content area is titled 'Employee: vanb, shelly'. It contains two sections: 'Available Contractors' and 'Assigned Contractors'. The 'Available Contractors' list includes Hughes Training Inc., IBM, ICB - Boeing (highlighted), ICB - USA, ILC, IMPASS, Integrity Service Inc., Jaymark Engineering, JEFFERSON, and Johnson Engineering. Below this list are 'Add' and 'Remove' buttons. The 'Assigned Contractors' list includes BOEING and ICB - Boeing.

Available Contractors
Hughes Training Inc.
IBM
ICB - Boeing
ICB - USA
ILC
IMPASS
Integrity Service Inc.
Jaymark Engineering
JEFFERSON
Johnson Engineering

Assigned Contractors

BOEING
ICB - Boeing

For more information on how to assign users to a specific contractor (s) see using the CONTRACTORS TAB beginning on page 149.

Notes

Sync Employees

The Sync Employees menu option allows administrators to match orphaned legacy records with current employees. . Complete a search using the criteria fields. The matching records list allows for multi-selecting. Once you have selected all the records you want to sync to a current employee click the **Find Employee** button.

The “Sync Employees” tab displays when **Sync Employees** is chosen from the Administration module’s drop down menu

Sync Employees

IRIS Name:

IRIS Case No:

Case No:

Country:

Site:

Campus:

General Location:

Directorate:

Organization:

Fixed Ind:

Injury/Illness Date From:

Injury/Illness Date To:

Matching Records: 15

Case No.	Injury Date	Name	Site	Campus	IRIS Case No.
2004-029-00001	01/29/2004	VanBenthuyzen, Shell	KSC	Cape Canaveral	0
2003-164-00001	06/13/2003	Van Horn, Thomas,	KSC	KSC - Main	347
2002-199-00001	07/18/2002	Van Horn, Thomas,	KSC	KSC - Main	259
2001-292-00001	10/19/2001	VanOosten, Randall L	KSC	KSC - Main	8
2000-251-00001	09/07/2000	VanRiper, Joe,	KSC	KSC - Main	150
1999-281-00001	10/08/1999	Vanasse, Christy K.,	KSC	KSC - Main	36
1992-236-00001	08/23/1992	VANOVER, ANDY,	KSC	KSC - Main	255
1992-072-00001	03/12/1992	VANSICLEN, WENDY,	KSC	KSC - Main	97
1990-295-00001	10/22/1990	VANAMAN, CATHERINE,	KSC	KSC - Main	19
1989-251-00002	09/08/1989	VANDERWERKEN, RONALD	KSC	KSC - Main	547

bold labels indicate required field - All date formats:{m/d/yyyy}

1. Specify at least one search criterion. Remember fields shown in bold blue are required

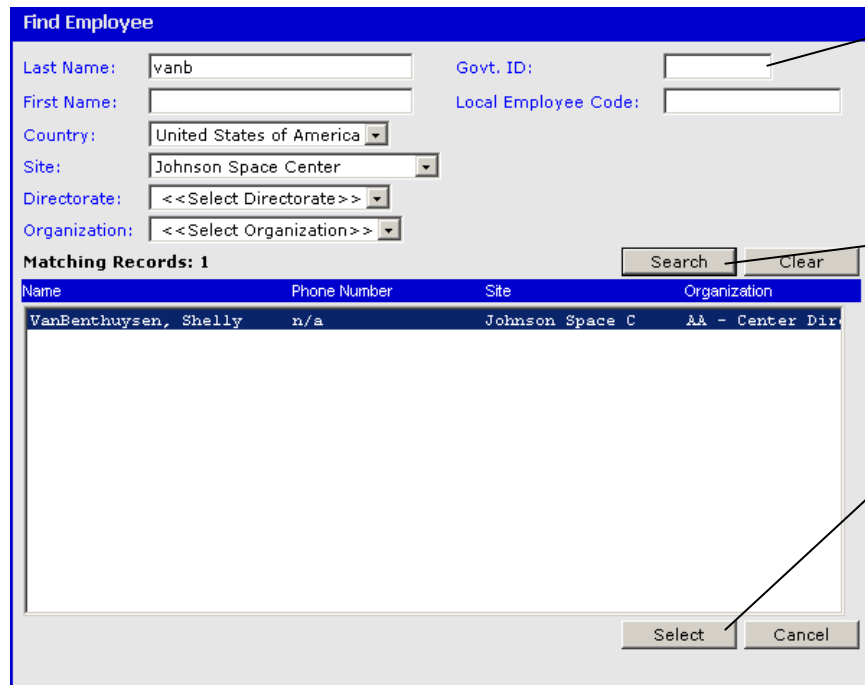
2. Click **Search**. A list of matching records displays at the bottom of the screen.

3. Select one or more case records to match to a current employee. Click **Find Employee**.

Notes

Sync Employees, cont'd.

The “Find Employee” screen displays after you click **Find Employee** on the Sync Employee screen. You use this screen to locate the current employee that matches your selected cases.



The "Find Employee" screen is a web-based form with a blue header. It contains several input fields: "Last Name" (with "vanb" entered), "First Name", "Country" (a dropdown menu showing "United States of America"), "Site" (a dropdown menu showing "Johnson Space Center"), "Directorate" (a dropdown menu showing "<<Select Directorate>>"), and "Organization" (a dropdown menu showing "<<Select Organization>>"). To the right of these fields are "Govt. ID:" and "Local Employee Code:" fields. Below the input fields is a "Matching Records: 1" section. It features a "Search" button and a "Clear" button. Below these buttons is a table with the following data:

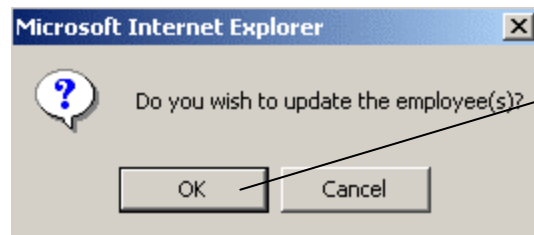
Name	Phone Number	Site	Organization
VanBenthuyzen, Shelly	n/a	Johnson Space C	AA - Center Dir

At the bottom of the screen are "Select" and "Cancel" buttons.

4. Specify at least one search criterion.

5. Click **Search**. A list of matching records displays at the bottom of the screen.

6. Highlight the correct employee and click **Select**.



7. A pop-up displays. Click **OK** to update the employee(s) cases.

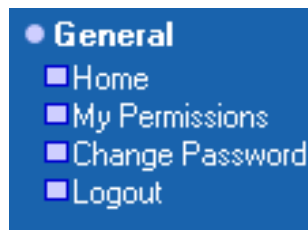
Notes

Exploring the General Menu

- **Accessing the Home Page**
- **Viewing My Permissions**
- **Changing Your Password**

The General Menu provides users with the ability to quickly change passwords, return to the homepage or logout of the system. The use of a logout procedure as well as changes to passwords helps improve the security of the system.

The following options display under the General menu:



Accessing the Home Page

Occasionally, you may want to close an open module without logging out of the system. To do this simply, select the **Home** option from the General Module's menu. The homepage displays.

Click the **Home** option on the General Module's menu. The System homepage will display.



Notes

Viewing My Permissions

The My Permissions tab shows your user name, system roles, assigned sites, organizations and medical office. This information is very useful if you should ever need technical support while using the system.

Click **My Permissions** on the General Module's menu. The My Permissions tab will display.



All fields on the My Permissions tab are read only.

MyPermissions

Your assigned Role(s), Site(s), Organization(s) & Medical Office are as follows:

Logged in as:
ex3admin

Roles:
Ex3 Administrator

Sites:
United States of America - Arizona - World Wide Headquarter of EX3 (Primary)
United States of America - California
United States of America - Colorado
United States of America - Ft. Bragg
United States of America - Watervliet

Organizations:
EX3 Corporate (Primary)
Human Resources
Marketing
Programming
Sales Sales
Web Development

Medical Office:
Tempe Clinic 1

Notes

Changing Your Password

For security purposes, you may be required to change your system password on a regular basis. Changing your password is quick and easy.

1. Click **Change Password** on the General Module's menu. The Password tab will display.



2. Enter your current password in the Old Password field.

3. Enter your new password in the New Password and Confirm New Password fields.

4. Click the Change button. A message displays confirming that the change was successful.

New Password Requirements

- Passwords must contain at least one lowercase letter.
- Passwords must contain at least one uppercase letter.
- Passwords must contain at least one number.
- Passwords must contain one of the following characters: ~, !, @, #, %, &, _, <, >
- Passwords must be between 8 and 25 characters.

Notes

Appendix

- **NASA EHSDMS Security Matrix**

NASA EHSDMS Security Matrix

LEGEND		Global Roles										Site Roles													
CODE	Access Rights	Ex3 Admin	System/Global Admin	Ref Table Admin	User Administrator	Report Viewer	Global Med.	Global Safety	Ref table Site Admin	User Site Admin	Inj/III Site Admin	Safety Site Admin	Inj/III Medical User	Safety User	Supervisor	Facility Manager	Contractor Safety	Workers Comp	Workers Comp Ltd	Industrial Hygiene	Ergonomic	Schedule User			
R	Read only - Cannot create, modify or delete																								
U	Delete, Create & Update																								
BLANK	No Access																								
Injury/Illness																									
Find Employee		R	R				R				R		R					R							
General – New Case		U	U								U		U					U							
Find Case		R	R				R	R			R	R	R	R	R	R	R	R	R	R	R				
General – Existing Case		U	U				R				U	R	U	R	R	R	U	U	R	R	R				
Change of Classification Window		U	U				X				U		U				R	U	X						
Find Case (New Visit)		R	R				R				R		R												
Find Visit		R	R				R				R		R												
Visit – Information		U	U				R				U		U					U	R						
Visit – Diagnoses		U	U				R				D		U												
Visit – Notes		U	U				R				U		U												
Visit – Treatments		U	U				R				D		U												
Visit – Vitals		U	U				R				U		U												
Body Parts		U	U				R				U		U					U	R						
Investigation – General		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Details		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Factors		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Notes		U	U				U	R				U		U		R	U	R		U	U				
Investigation – OSHA		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Actions		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Conditions		U	U				U	R				U		U		R	U	R		U	U				
Investigation – Equipment		U	U				U	R				U		U		R	U	R		U	U				
Transition History		R	R					R			R	R	R	R		R	R	R	R						
Work Loss		U	U				R	R			U	R	U	R		R	U	U	U						
Employee		U	U				R	R			U	U	U	R		R	U	U	U						
Action Request		U	U				R	R			U	U	U	R	U	U	U	U	U	U	U				
Attachments		U	U				R	R			U	U	U	R		R	U	U	U						
Restrictions		U	U				R	R			U	R	U	R	R	R	R	R	R						
Job Placement		U	U				R	R			U	R	U	R	R	R	R	R	R						
Medical Leave		U	U				R	R			U	R	U	R	R	R	R	R	R						
Benefits		U	U															U	U						
My SIR		U	U												U	U	U								
Daily Log Report		R	R			R					R		R					R	R						
OSHA 300 Report		R	R			R					R		R					R	R						
OSHA 301 Report		R	R			R					R		R					R	R						
OSHA 200 Report		R	R			R					R		R					R	R						
OSHA 300A Report		R	R			R					R		R					R	R						
Work Loss Report		R	R			R					R		R					R	R						
Investigation Report		R	R				R				R		R		R	R		R	R	R	R				

LEGEND		Global Roles										Site Roles													
CODE	Access Rights	Ex3 Admin	System/Global Admin	Ref Table Admin	User Administrator	Report Viewer	Global Med.	Global Safety	Ref table Site Admin	User Site Admin	Inj/Ill Site Admin	Safety Site Admin	Inj/Ill Medical User	Safety User	Supervisor	Facility Manager	Contractor Safety	Workers Comp	Workers Comp Ltd	Industrial Hygiene	Ergonomic	Schedule User			
R	Read only - Cannot create, modify or delete																								
U	Delete, Create & Update																								
BLANK	No Access																								
Case Visit Details Report		R	R			R					R		R					R	R						
Transition Report		R	R			R	R				R		R					R	R						
Paretos Report		R	R			R	R				R		R		R	R		R	R	R	R				
Indicators Report		R	R			R	R				R		R		R	R		R	R	R	R				
Fatality Details Report		R	R			R	R				R		R		R	R		R	R	R	R				
Fatality Summary Report		R	R			R	R				R		R		R	R		R	R	R	R				
Case Statistics		R	R			R	R				R		R		R	R		R	R	R	R				
Contractor Statistics		R	R			R	R				R		R		R	R		R	R	R	R				
Action Request																									
Create AR		U	U				U	U			U	U	U	U	U	U	U	U	U	U	U				
Manage AR		U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U				
Distributions Lists		U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U				
Search Criteria for ARs Window		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				
Find eMail Distribution List Window		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				
Find AR Owner Window		R	R	R	R	R	R	R			R	R	R	R	R	R	R	R	R	R	R				
Review Report		R	R			R	R	R			R	R	R	R	R	R	R								
Tracking Report		R	R			R	R	R			R	R	R	R	R	R	R								
Safety																									
General – New Incident		U	U					R				U		U			U								
Find Incident		R	R					R				R		R	R	R	R			R	R				
Global – Existing Incident		U	U					R				U		U	R	R	U			R	R				
Details – Factors		U	U					R				U		U	R	R	U			U	U				
Details – Category Specific		U	U					R				U		U	R	R	U			R	R				
Associations – Equipment		U	U					R				U		U	R	R	U			U	U				
Associations – Factors		U	U					R				U		U	R	R	U			U	U				
Associations – Witnesses		U						U																	
Investigator Notes		U	U					R				U		U	R	R	U			R	R				
Lessons Learned		U	U					R				U		U	R	R	R			R	R				
Action Request		U	U					U				U		U	U	U	U			U	U				
Attachments		U	U					R				U		U	U	U	U			U	U				
Mail		U	U					R				U		U		R	U			R	R				
Vehicle		U	U					R				U		U	U	R	U				R				
Property		U	U					R				U		U	U	R	U				R				
Investigators		U	U					R				U		U											
Injury/Illness		U	U				U	R			U	U	U	U											
Incident Log Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
Paretos Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
Indicators Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
Detail Cause Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
AR Reports		R	R			R		R				R		R	R	R	R	R	R	R	R				
Center Safety Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
Damage Report		R	R			R		R				R		R	R	R	R	R	R	R	R				
Employee																									

LEGEND		Global Roles										Site Roles													
CODE	Access Rights	Ex3 Admin	System/Global Admin	Ref Table Admin	User Administrator	Report Viewer	Global Med.	Global Safety	Ref table Site Admin	User Site Admin	Inj/Ill Site Admin	Safety Site Admin	Inj/Ill Medical User	Safety User	Supervisor	Facility Manager	Contractor Safety	Workers Comp	Workers Comp Ltd	Industrial Hygiene	Ergonomic	Schedule User			
R	Read only - Cannot create, modify or delete																								
U	Delete, Create & Update																								
BLANK	No Access																								
Find Employee		R	R								R	R	R	R	R		R	R	R						
Find Supervisor Window		R	R								R	R	R	R	R		R	R	R						
Find Employee Window		R	R								R	R	R	R	R		R	R	R						
Employee		U	U								U	U	U	U	U		U	U	U						
Headcount																									
Manage		U	U					R	U			U		U		U	U								
Administration																									
Manage Users		U	U		U					U															
Ref Table Maintenance		U	U	U					U																
Broadcast Message		U	U																						
Set Version		U																							
Required Fields		U																							
E3 Options		U																							
Manage Contracts		U	U	U	U			R	U	U		U		U		U	U								
Sync Employees		U	U		U					U															
Schedule																									
Schedule																						U			
General																									
Home		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				
My Permissions		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				
Change Password		U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U				
Logout		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R			